



Visitors in School Policy and Procedures

People visit schools for a range of reasons. Health professionals, counsellors, music examiners, building contractors and parents are just some of the people who play an important role in our school daily life and can enhance children and young people's learning. In order to keep our children safe, visitors are required to operate within our safeguarding policies and procedures. If any visitor should observe or hear information that gives them cause for concern about a child/children they should immediately report this to the Designated Safeguarding Leads, Mrs S Bell, Mrs N Fielding, Mrs S White or Mrs S Beers. Any visitor who does not abide by our safeguarding protocols will be asked to leave the site and may be reported to other agencies.

Visitors to the school will be expected to make an appointment at mutually convenient time giving the reasons for their visit. Staff are extremely busy so may not be able to see visitors without prior arrangement.

Parents/Carers

Parents who attend the school for a performance or event will not need a DBS certificate. Information about timings and entry will be circulated before the event via newsletter or using the school messaging service. Please follow any posters for instructions on which entry and exit doors to use. Mobile phones should be switched off whilst on school premises. Parents are NOT allowed to take photographs without explicit permission of the Head Teacher/Senior Leadership Team.

Parents who regularly volunteer in class or on school visits will need a DBS certificate. Instructions on how to obtain these can be provided by the office staff. Parent visitors will be provided with an individual safeguarding information sheet for their reference

Healthcare professionals

Healthcare professionals, or those involved with the education or support of individual children, may make an appointment through the main office (by phone or email) or

directly with the member of school staff involved with the child. We would ask that professionals bring with them their official identification pass. Employees on school business from NCC, children's services and NHS departments do not need to produce a DBS certificate as the agreement between NCC and these departments covers this. Healthcare professionals are requested not to use mobile phones in the vicinity of children without explicit permission from the Head Teacher or other member of the senior leadership team.

Contractors

Wherever possible contractors will be asked to make appointments via the school office outside school hours. If this is not possible, they will need to be accompanied by a member of staff at all times while in the vicinity of children, even when holding a valid DBS certificate. If their visit involves areas of the school that are not accessible to children, at the discretion of the Office manager or member of the SLT, they may be unaccompanied but will be required to phone the main office before coming back into areas of the school building where children are present. Other than in this instance, contractors should not use their mobile phones unless with the express permission of the DSL/ senior leadership team who may request to see evidence of any photographs taken during the visit. Any contractor who gives cause for concern in terms of safeguarding will be reported to their employer and the local safeguarding board and if necessary the police.

Visiting Adults for the purpose of talks/assemblies etc

We welcome visitors to the school to support the children's education. This may be visiting speakers, drama groups, assembly speakers etc. Visitors will need to bring a valid DBS certificate and photo ID so that the Office staff can establish the visitor's identity effectively. Visitors will be supervised by the relevant staff and should not seek to be alone with children unless this regulated activity has been pre-arranged as part of the visit. In some circumstances, staff may complete a risk assessment regarding external visitors, including seeking references where it is felt to be necessary.

This policy will be reviewed 2 yearly, or earlier if it becomes necessary.

Date of policy Spring 2023

Review Date Spring 2025