



ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

VISITORS TO SCHOOL CODE OF CONDUCT

Rationale

This guidance is intended to help Alderman Jacobs manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher, senior leadership team and the governing body.

Guidance and Responsibilities

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing visitors to the school. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors equally, including VIPs.

Types of visitor

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff, IT workers, delivery drivers
- VIPs - Very Important People
- Other legitimate visitors i.e. parents, parent helpers, school governors

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The head teacher or senior leadership team should be aware of visits in advance.

Procedures for visitors

- Wherever possible, visits to schools should be pre-arranged.

- All visitors must report to reception first and not enter the school via any other entrance.
- Visitors must be greeted using the intercom or reception hatch.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- Visitors will be asked to sign the visitors' record book when they enter the building.
- If the visitor is part of a large group of visitors a separate register may be utilised.
- Once in the building a visitor's badge should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in - out' records regularly to monitor compliance with these procedures.

County Council Staff and Partner Agencies

County Council staff and partner agencies such as the Police or NHS staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations

In these circumstances the statutory guidance says:

Schools and colleges must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.

This guidance can be regarded by schools as the 'written notification' required by the guidance.

Schools will, of course, need to see identification from visitors to confirm their employment status with the organisation.

Contractors

The statutory guidance says:

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites. Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances. If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college. For building or maintenance contractors schools should establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation - fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.

Governors

Governors should follow the same procedures as other visitors when coming in to school. If they are to have unsupervised contact with children they will require the appropriate DBS checks.

Parents and relatives

Keeping Children Safe in Education (2015) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. In these circumstances head teachers should use their professional judgment about the need to escort or supervise visitors.

Raising awareness of visitor safety with children

Pupils should be reminded on a regular basis and especially prior to any VIP or celebrity visits that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to the visit.

Concerns related to a visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding.

Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Headteacher.

Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Code of Conduct

At Alderman Jacobs we value our strong relationships with parents. In order to support a peaceful and safe school environment the school requests that all visitors respect our caring ethos and values. Alderman Jacobs will not tolerate visitors, parents or carers displaying the following

- Disruptive behaviour which interferes or threatens to interfere with any of the school operation or activities anywhere on the school premises
- Inappropriate behaviour on the school premises
- Inappropriate dress on school premises
- Using loud or offensive language
- Threatening, in any way, a member of school staff, visitor, other parents or pupils
- Damaging or destroying school property
- Sending abusive, threatening or defamatory emails, texts, social media posts or other written communication to anyone within the school community
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child - (such an approach may be seen as an assault and could have legal consequences)
- Smoking, taking drugs or alcohol on school premises.
- Coming onto school premises under the influence of drugs or alcohol
- Dogs (other than guide dogs or PAT registered dogs) being brought onto school premises

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By	Date	By	Date			Head	Chair
Cathy Carlisle	April 2016	SLT	Spring 2017	3 Years	Summer Term 2019	<i>Cathy Carlisle</i>	<i>W. Allend</i>