

Managing visitors, visiting speakers, contractors, agency and peripatetic staff on the school site Policy

Introduction

The Stephen Perse Foundation comprises the Stephen Perse Pre-Prep (City and Madingley), the Stephen Perse Junior School, the Stephen Perse Senior School, the Stephen Perse Sixth Form College and Dame Bradbury's School in Saffron Walden.

Visitors Protocol

The Stephen Perse Foundation (the Foundation) welcomes parents and other guests to our schools and understands the importance and benefits of these visits. The Foundation is also committed to safeguarding the welfare of its pupils and staff, protecting our facilities and equipment.

All visitors are required to sign in at the Reception of the school they are visiting and receive a visitor's badge which must be worn and should remain visible throughout the visit. A member of staff should always collect the visitor from Reception and escort them during the visit. At all schools, except for Madingley Pre-Prep, the signing in system, inVentry, for visitors is electronic and records an image of the visitor. (For Madingley Procedures please see appendix note.)

A copy of the safeguarding personnel poster, the emergency evacuation procedures and the health and safety site information is visible to all visitors either through the electronic sign-in or on display in the reception.

The Foundation, and our schools, are not required to check the identity of visitors but may choose to do so where it is deemed appropriate. Where identity is to be checked the visitor will be informed in advance. If identity is to be checked, a photographic form of evidence of identity must be provided wherever possible e.g. driving licence, passport or identity card. A copy of the identity evidence will be taken by Reception Staff, who will verify the visitor's identity against the evidence provided and sign and date the copy. The original evidence will be returned to the visitor.

The badge is worn with an appropriate coloured and labelled lanyards.

- green for those with full DBS certificate that the Foundation has seen
- red for those who must be supervised on site

All visitors must return to school Reception once their visit is over and are required to sign out and return their visitors badge to Reception Staff.

Visitors without DBS checks should be accompanied at all times whilst on the site of any of our schools at times when pupils are present.

Visitors and regulated activity

Any position undertaken at, or on behalf of the Foundation or one of our schools will amount to "regulated activity" if it is carried out at one of our schools:

- frequently (meaning once a week or more); or
- overnight (meaning between 2.00 am and 6.00 am); or
- four times or more in a 30 day period;
- in connection with the purposes of the School; and
- provides the opportunity for contact with children.

Roles which are unpaid / voluntary will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Roles which are paid but which are carried out on a temporary or occasional basis and which do not involve teaching, training, instructing or supervising children are not considered to be regulated activity.

A person attending the School in a visitor capacity only will not be undertaking regulated activity. The Foundation is therefore unable to carry out formal vetting checks on visitors and it is therefore important that staff adhere to this Visitors' Protocol.

Visitors' Code of Conduct

- A. Visitors' badge to be worn in order that it can be seen at all times during the visit.
- B. All visitors must be accompanied by a staff member throughout the visit (unless the person is an Approved Contractor whom the Foundation has verified as suitable to attend the school site, or holds a full and approved DBS, see below).
- C. All visitors are required to return to the relevant School Reception with a supervising member of staff once their visit is over.
- D. All visitors are required to sign out and return their visitors badge to Reception Staff.
- E. All visitors must report any unsafe or inappropriate behaviour or Health and Safety issues or any other matter giving them cause for concern to one of our Safeguarding Personnel (who are identified by photograph in each School Reception).
- F. Visitors must not reveal any personal or confidential information they may learn about the School or the Foundation during the course of their visit to any third party.
- G. Should there be a fire evacuation, a member of staff will accompany visitors out of the building to the agreed assembly point.

H. The Foundation operates a no smoking policy (including e-cigarettes) on all school premises.

I. Visitors should be made aware that mobile phones and cameras should not be used in EYFS areas.

Visiting Speakers' protocol

The Prevent Duty Guidance for England and Wales (2015) requires the Foundation to have a clear protocol for ensuring that any visiting speakers to our schools are suitable and appropriately supervised. The Prevent Duty requires schools to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism. "Extremism" is defined as vocal or active opposition to fundamental British Values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. All visiting speakers will be subject to the Visitors' Protocol set out above.

In addition the Foundation or the relevant school will obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit that person to attend the school. In doing so the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out above.

The Foundation or the relevant school must also be familiar with the topic on which the visiting speaker will present and ensure that it is appropriate for the audience. Consideration must be given in advance to whether the presentation will assist with the spiritual, moral, social and cultural development of pupils.

Visiting Speakers may be asked to bring formal photographic identification with them which they should be ready to show to Reception Staff and the supervising member of staff (if different) upon request. If the speaker is already known to the school and/or the supervising member of staff, such that their identity is already known, the requirement to provide proof of identity may be waived.

The member of staff who has arranged for the visiting speaker to attend is responsible for printing off and completing a Visiting Speaker Information and Declaration Form which they must provide to the appropriate school Reception in good time before the date of the visit.

The supervising member of staff will always accompany the speaker during the visit. A failure by the supervising member of staff to ensure that this Visiting Speakers' Protocol is followed may be treated as a disciplinary matter.

If a visiting speaker is carrying out other duties for the Foundation on a regular basis they may be undertaking regulated activity (see the definition above). If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers.

Parent Volunteers

The arrangements for volunteers will vary:

If the volunteer is supervised, they do not fall into the definition of regulated activity and so barred list checks would not be required. This is so no matter how frequently or regularly an individual volunteers. The exception would be for a volunteer doing personal care, personal care is always regulated activity.

An unsupervised volunteer, whose presence is frequent and regular is considered to be in regulated

activity and the school should obtain an enhanced DBS certificate with barred list information.

'One off' volunteers, for day outings, school concerts and such would not require vetting checks but they should not be unsupervised and must not undertake any kind of personal care. The volunteer declaration form should be completed for these people in addition to the visitor's form.

Contractors

If the Contractor is on our list of approved Contractors they are required to report to the relevant school Reception before undertaking any work on the school site. The suitability of approved Contractors will already have been checked by HR.

Approved Contractors are required to bring photographic proof of identity and original DBS certificate with them on the first visit (and if they have not worked on site for 3 months or more). After which their identity should be automatically identified on the inVentry system. Reception Staff will verify the proof of identity and keep a record of this.

Maintenance staff (or other appropriate member of staff) will then be informed of the Contractor's arrival. The supervising member of staff will meet the Contractor at Reception and escort them to the area in which they will be working.

The supervising member of staff will:

- remain with the Contractor (if they do not have DBS) whilst the work is undertaken or ensure adequate remote supervision is in place;
- ensure that staff and pupils in the area where the work is being carried out are aware what is being done, by whom and how long the work is likely to last;
- provide the Contractor with details of how to contact them if they are not to remain with Contractor whilst the work is undertaken; and
- at all times, escort the Contractor back to Reception once the work is complete or ensure that the Contractor is clear on where he/she must sign out.

Approved Contractors are permitted to work unaccompanied on the site, provided the above processes have been followed and Maintenance or staff member who is responsible is aware the Contractor is on the site.

If a Contractor is not on our approved list, they must be treated as a Visitor to the school site in accordance with the Visitors' Protocol.

Parents attending school events

Generally parents attending one of our schools must be treated in the same way as any other visitor. However, there are times when it is not practical or desirable for parents to follow the Visitors' Protocol e.g. when attending events such as sports fixtures.

In those circumstances, however, staff should be present at the event and will be able to ensure there is adequate oversight or supervision of parents attending the event.

Parents will however be expected to adhere to points E, H and I of our Visitors' Code of Conduct.

Agency Staff, Sports Coaches, Peripatetic teachers

Appropriate vetting checks will already have been completed by HR on all agency staff, sports coaches and peripatetic teachers. When attending at a school for the first day of work (or if they have not worked for the Foundation in the last 3 months or more) these individual must bring with them photographic evidence of identity. Reception Staff will verify the proof of identity and keep a record of this. Reception Staff must also have sight of the person's original Disclosure and Barring Services (DBS) Disclosure Certificate.

For those staff who are working with students up to and including the age of 7 a disqualification by association declaration is also made.

Reception Staff must then complete a Temporary Staff Induction Form (the Form) and store this securely alongside a copy of the person's proof of identity.

Reception Staff should then issue the person with the following if it is their first visit (on subsequent visits the InVentry system will indicate that they have visited before and therefore they would not be required to read the documents again).

- (a) A copy of the most recent version of Keeping Children Safe in Education;
- (b) The Foundation Safeguarding and Child Protection Policy;
- (c) Guidance for Safer Working Practices for Adults Working with Children and Young People in Education; and
- (d) Staff Code of Conduct

Unknown/Uninvited Visitors to the School

Any visitor to one of the school sites who is not wearing a visitor badge should be regarded as an unauthorised visitor and challenged politely by a member of staff. The visitor should then be accompanied back to the Reception to sign in and be issued with a visitor's badge (as per the protocol set out above). The visitor will then be accompanied by a member of staff during their visit.

If an unauthorised visitor becomes abusive or aggressive, they must be asked to leave the school site immediately and warned that if they fail to leave, police assistance will be called for. The Foundation will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the school site is threatened or assaulted, or placed in fear for their own safety.

Reference to other policies:

Safeguarding and Child Protection Policy

Foundation Health and Safety Policy

Foundation Fire Procedures

Reviewed: January 2017

Appendix

Madingley Signing in Procedure

Madingley does not have the central electronic inVentry system for signing in visitors. All visitors have to sign in manually in the book by the front door and complete a badge to wear on the appropriate coloured lanyard as outlined above. This is supported and checked by the member of the Foundation staff who answers the door. Other than this, the policy and procedures are the same as above.