



Farnborough Road Infant School

Visitors Policy

‘Learning, Caring and Achieving Together’

Introduction

In order to safeguard the children in our care and to protect the interests of all those who work in the school we have a policy for the admission and management of visitors to the building.

It is most important that only those people who need to have access to the building are allowed to enter and that the reason for their visit and their identity is checked before they are allowed to enter the building.

Visitors to the school will fall into a number of categories including:

Parents and family members arriving with, collecting or visiting children within the setting
Education professionals such as Educational Psychologists, Speech Therapist, Occupational Therapist, learning or behaviour support teachers
Governors
LA representatives
Teachers from other schools
Healthcare professionals carrying out screening checks with groups or working with individual children
Sports Coaches
Parents
Contractors
Government officials
Local Councillors

Some discretion will need to be applied. For example:

- Is this a one off visit?
- Is the person going to come into unsupervised contact with children?
- Can the person be escorted around the building to carry out their visit?

If the visitor is meeting one of the school staff, the member of staff will be informed and will meet the visitor in the school foyer or the visitor will be escorted to meet the member of staff. If the member of staff is not available the visitor will be asked to wait in the school foyer.

Due diligence checks are conducted on visitors to the school. The school has clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised within school.

Any IT materials used or talks given to pupils we ask visitors to send copies to the school prior to the visit so that material can be checked before being presented to the children. This is in line with the PREVENT Duty. It is the responsibility of the member of staff organising the visitor to carry out this procedure.

DBS Checks

All visitors to the school are asked to report to the school office where they will be asked to wait in the foyer until the reason for their visit to the school has been checked. All visiting professionals will have their photo identification and DBS details checked. This may be completed prior to a planned visit. The office manager will ask to see the DBS form itself so that we can check the reference number on their initial visit to the school and log the details which is a part of the central record. If they have DBS clearance but have not brought details with them, it is at the Headteacher's discretion as to whether they will be allowed into school. In the absence of a DBS certificate a DBS number will be recorded from their ID badge in the Visitors' DBS Log. If visitors are unable to provide a current DBS number or refuse to supply this information, then visitors will not be allowed entry unless permission is granted by the Headteacher.

Signing In Procedures

ALL visitors to school MUST sign in and out using the entry-sign visitors system, even if they are only visiting school for a few minutes. In the event of visitors arriving after school has finished for the day, they must also sign in for the safeguarding any children during after school activities, fire safety reasons, and the security of the premises.

Visitors need to be signed into school and issued with a coloured badge to be worn enabling all staff and children to know that the suitable checks have taken place.

Any visitor in school not displaying a school visitors pass will be challenged by members of staff.

Green Lanyard

Enhanced DBS clearance. Able to work with children alone. Eg Educational psychologist, social services staff (CAMHS, SWACA), some health staff.

Orange Lanyard

Enhanced DBS clearance. Able to work with children under the supervision of school staff. Eg parent helpers, governors,

Also “one- off” visitors, eg theatre groups, Police, fire, invited visitors. These visitors will have DBS clearance but will be under full supervision of school staff at all times.

Red Lanyard

May have DBS clearance, but are to have No contact with children. Eg, contractors, deliveries.

Volunteers including parents and work experience students:

Volunteers support the school in a number of ways, including:

- supporting individual pupils and small groups;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with art or subjects involving other practical activities;
- transporting pupils to and from events, etc.

Volunteers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change children, or supervise them changing;
- supervise children engaged in PE or other specialist activities without a teacher in charge;
- take children off the school site without a teacher in charge;

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Police checks

For the children’s safety, all volunteer helpers are required to have police clearance through the DBS before they work in the school. Details of checks are recorded on the Single Central Record.

The Headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

October 2023

This policy will be reviewed regularly.

Signed _____ Date _____ Headteacher.

Signed _____ Date _____ Chair of Governors.