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## Visitors and Contractors Policy

This Policy should be read in conjunction with the following:

Safeguarding Policy

Keeping Children safe in Education

### Aim

The aim of this policy is to safeguard all children during school opening hours whilst following the curriculum and out of school hours activities, ensuring that children at the school can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

### Objectives

The objective of the policy is to have in place a clear protocol and procedure for the admittance of visitors to the school which is understood by all staff, members of the Local Academy Committee, visitors and families and conforms to child protection guidelines as set by the Department for Education. The policy also advises those who come into contact with children on an ad hoc or irregular basis for short periods of time such as building contractors, maintenance companies, delivery personnel etc.

The school is deemed to have control and responsibility for its children:

- anywhere on the school site, during normal operational school hours
- during after school activities
- on school organised and supervised off site activities

The Policy applies to:

- all staff employed by the school
- all visitors and contractors entering the school site, including peripatetic tutors, sports coaches, journalists, topic related visitors
- all member of the Local Academy Committee
- all families
- all children
- all education personnel, including advisors, inspectors and external agencies
- all members of the parish
- all building and maintenance contractors
- all volunteers



## Invited Visitors to the School

All staff should be familiar with the school's Safeguarding Policy in relation to preventing unsuitable people from working with children and young persons in the education service. This policy applies to all visitors and contractors invited to the school by a member of staff.

### Protocol and Procedures

Before a visitor is invited to the school the Principal should be informed, with a clear explanation as to the relevance/purpose of the visit and the intended date and time of the visit.

Permission must be granted by the Principal before a visitor is asked to come into school and information concerning the visit should be entered in the school diary.

Visitors to the school must be prompted to:

- bring and present formal identification
- bring original evidence of DBS clearance, if required for unsupervised access to children
- report to reception on arrival and not enter the school by any other entrance
- state the purpose of the visit and member of staff who arranged the visit and sign in the Visitors Book
- wear a Visitors Badge at all times
- sign out and exit through the main entrance and return the Visitors Badge at the end of the visit

The following notices will be shared with visitors:

- Visitor Leaflet
- Safeguarding Procedures
- Contractors on Site Notice

### Contractors

Before starting work contractors should demonstrate that they have a safe system of work in place, including a description of the work to be carried out and the safety control measures put in place. If hot work, work at height or work in a confined space is to be carried out, the contractor should include a system of permits

Visitors will be escorted to their point of contact, or contact will be asked to receive and greet visitors at reception. The point of contact will be responsible for their visitor throughout the duration of the visit.

Where possible, visits by maintenance contractors should be arranged at times when there are fewer children on site. Building contractors must be accompanied and if appropriate, sign the Asbestos Management Register. Building contractors working on the school site unsupervised will be expected to follow Health and safety requirement at all times.

**Details of visitors working unsupervised with children must be entered on the school's Central Record, with the original DBS Certificate checked for disclosure and DBS Certificate number recorded.**



## Personal Protective Equipment (PPE)

Employers have duties concerning the provision and use of personal protective equipment (PPE) at work. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Please ensure that you make the workplace safe and follow instructions, procedures, training and supervision provided by your employer to work safely and responsibly.

## Reporting and Recording Accidents and/or Incidents on Site

Events need to be investigated and reported promptly, so that facts can be established before memories fade. Dealing with accidents/incidents/near misses should be given a high priority and must be proportional to the event. Please contact the school office for further guidance.

## Uninvited Visitors to the School

Any visitor in school who is not wearing a Visitor or ID Badge should be challenged politely to enquire who they are and the relevance/purpose of their visit and accompanied to reception to follow visitor procedures. In the event that the visitor refuses to comply, he/she should be asked to leave the school site immediately and a member of senior staff must be informed. The member of senior staff will consider the situation and direct any further action.

## Monitoring and Evaluation

The suitability of all visitors and contractors invited into school will be assessed throughout the visit and a decision made as to whether they will be allowed to visit the school in the future.

Approved by LAC:

Review Date:

