



Mission Statement

"A Caring Christian Family Where We Grow Together"

SCHOOL VISITORS PROCEDURE

Effective Date: 01/12/2020

Review Date: March 2025 Annual

Review Date	Signed Executive Headteacher	Signed Director RCSAT
01/12/2020	<i>de m Badger</i>	<i>P. Bantock</i>
28/02/2022	<i>de m Badger</i>	<i>P. Bantock</i>
01/03/2023	<i>de m Badger</i>	<i>P. Bantock</i>
19/01/2024	<i>de m Badger</i>	<i>P. Bantock</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/12/2020
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



1.0 Introduction

1.1 This guidance outlines how the school manages visitors in a way that ensures the safety of children and adults on the school site. The responsibility for these arrangements lies with the Principal and the Trust Board.

2.0 Guidance and Responsibilities

2.1 The Principal and Chair of Trustees are responsible for implementing this guidance and managing the protocol for visitors to Rural Church Schools Academy Trust.

2.2 The day to day arrangements in relation to the management of visitors is understood and implemented by all staff.

2.3 All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school at all times.

2.4 All staff are made aware of this guidance and that it applies to all visitors equally.

3.0 Types of visitor

3.1 There are a number of different types of legitimate visitors to Rural Church Schools Academy Trust.

- Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, School Nurse, SEND officers, targeted support workers or health related professionals;
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches, music tuition, After School Clubs;
- Supply Teachers, Trainee Teachers, Teaching Assistant Placements;
- Governors and Directors
- Volunteer Helpers such as readers, cookery;
- Contractors both regular and ad-hoc.

3.2 Visits should be pre-planned where possible to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor.

3.3 Where appropriate, risk assessments may be undertaken.

3.4 The Principal should be made aware of professional visits in advance whenever possible and recorded in the Calendar.

3.5 It is acknowledged that there will be occasions where professionals need to visit children in an education setting in an emergency, for example, where a child protection safeguarding concern has been raised.

3.6 Appropriate rooms/space will be allocated to the visiting professionals



4.0 Procedures for ALL visitors

4.1 Wherever possible, visits to schools must be pre-arranged and the relevant personnel made aware, this includes child protection investigations where a child needs to be seen on the day.

4.2 All visitors must report to the main reception first and not enter the school via any other entrance.

4.3 At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification. All visitors should show the photo ID card their employing agency has issued them, DBS Certificate (only if the DBS number is not present on their employing agency ID card) and photographic ID i.e. passport or driving license.

4.4 If there are any concerns in relation to the validity of this identification or DBS, school staff will seek to confirm this with the employing agency. DBS details will be recorded on the Single Central Register under the appropriate category.

4.5 All visitors will be asked to sign the visitors' record book. Details as to how this information is processed by the school is contained in the school's privacy notice.

4.6 If the visitor is part of a large group of visitors a separate register may be utilised

4.7 A visitor's badge should be worn and displayed prominently at all times whilst in the school.

4.8 Visitors will be asked to wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.

4.9 **Visitors will not be alone with pupils unless this is a legitimate part of their role** for example a social worker seeing a child, peripatetic tutors and the school has been assured the visitor's employers have confirmed that their staff have appropriate checks in place.

4.10 All other visitors will be accompanied by a member of staff at all times whilst on site, during schools operational hours. This may vary for school closure periods for example, building and maintenance work to be completed in the school holidays. If other visitors find they are alone with pupils they should report immediately to a member of staff or reception. This will be explained to visitors at the point of arrival.

4.11 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 will check the 'in – out' records regularly to monitor compliance with these procedures.

5.0 Categories of Visitors

5.1 Local Authority/Diocese and NHS Staff Visiting School in a Professional Role

5.1.1 Local Authority and NHS staff who visit schools and who have unsupervised contact with children should 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

5.1.2 In these circumstances the statutory guidance (Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. DfE February 2015) 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.

An example template of written notification is included at Appendix 1.

5.1.3 The school reserves the right to request written notification as to the status of all roles, rather than individual staff, representing the Local Authority/NHS.

5.1.4 The schools will still request to see individual identification from visitors to confirm that they do indeed work for the Local Authority. All Local Authority/NHS staff visiting schools must carry photo identification and will be required to provide other form of photo ID i.e. passport or driving license to prove they are the same person as per their ID badge and checks. Record DBS/ID as seen on the Single Central Register.

5.2 Staff from other agencies, including Supply, University Students, Music Tutors and other Peripatetic Tutors

5.2.1 The same requirement as in 5.1 applies. If the school has received 'written notification' from an employing agency or university that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children, although will be required to provide other form of photo ID i.e. passport or driving license to prove they are the same person as per their ID badge and checks. Record DBS/ID as seen on the Single Central Register.

5.3 Ofsted

5.3.1 Ofsted provide written confirmation that all Ofsted staff who would visit the school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors on their website for reference.

5.3.2 The school will regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

5.4 Governors, Directors and Volunteers

Governors and regular volunteers are subject to application, references and DBS checks prior to coming into school. DBS details will already be recorded on the Single Central Register under the appropriate category.

5.5 Contractors

5.5.1 Regular contractors i.e cleaning company, DBS details will be provided by the employing agency. If the school has received 'written notification' from an employing agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check.

5.5.2 Where contractor have not provided prior details of DBS checks, All contractors should show the photo ID card their employing agency has issued them, DBS Certificate (only if DBS number is not present on their employing agencies ID card) and photographic ID i.e. passport or driving license, to verify they are the same person. Record DBS/ID as seen on the Single Central Register.



6.0 Monitoring and Evaluation

6.1 The implementation and effectiveness of this guidance will be reviewed biennially by the Data Protection Governor.

Appendix 1

Template letter

Dear Head teacher / Chair of Governors

Disclosure & Barring Service Checks for Children's Services and Early Help and Prevention Staff Visiting Schools

Ofsted Guidance on DBS checks for visiting staff states:

'For visiting staff who do have unsupervised regular access to children and young people – such as educational psychologists, social workers, supply teachers, trainee teachers, nurses, sports coaches, MOD personnel and inspectors – their 'providing' organisation (for example, the supply agency, the university, primary care trust, local authority and so on) should request the check. It is sufficient, for schools and colleges to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (it is not necessary to specify a named individual) – and to confirm the identity of these visitors.'

To help you comply with this guidance, this letter is confirmation that Children's Services and Early Help and Prevention HR Department obtains the following checks for all centrally employed staff who may as part of their jobs have unsupervised contact with children & young people on a regular basis:

- Enhanced DBS disclosure with barred list check
- 2 References
- Medical Clearance
- Eligibility to work in the UK

A role that may have unsupervised contact with children and young people on a regular basis include (but is not limited to):-

- Social Workers • Educational Psychologists
- Personnel from the Attendance and Out of school team
- Independent Reviewing Officer
- Family Support/Service/Help worker

Employees of Children's Services and Early Help and Prevention do not commence employment in posts with regular unsupervised contact with children until all satisfactory clearances have been received.

All Children's Social Care and Early Help and Prevention employees are issued with identification badges and will show these upon their visit to your school.

This letter should be retained with your single central record for Ofsted purposes.

Should you require further information please contact the SCIE's team.

SIGNED: Executive Director of Children's Services

