

# Ravenswood School



## Visitors to School Policy Keeping Children Safe in Education

Ravenswood welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular DBS checks, safeguarding and Health and Safety requirements. Approval with the Headteacher should be sought for any visitor on the site or expected to join pupils during any educational visit.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and visitors themselves can benefit from working with the pupils and staff.

Visitors to classes for specific purposes of contribution to topics, relating experiences etc are encouraged and welcomed. In arranging such visits, teachers need to consult with the Head Teacher, prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience.

### **Authorised Multi Agency Professionals (By appointment)**

Authorised Multi Agency Visitors who have had Enhanced DBS checks by their own agencies are welcomed as part of meeting pupils to meet their needs from agencies such as VLS, CAMHS, CYPS, Educational Welfare and Youth Employment Service.

### **Supply staff**

Supply staff (teachers and LSAs) have all had Enhanced DBS checks and are issued a school ID swipe badge to give them access to controlled areas.

### **Volunteers, Students on Placement, WEX students (Regular Visitors)**

Volunteers who have requested to attend Ravenswood for personal or professional reasons (i.e. helping them to train for or choose a career or wishing to help in the community) will be vetted via an informal interview by the Deputy Head to match the placement to both parties' requirements. Prior to their first regular visit, these people will need to have:

- Completed a student application form
- Supplied an Enhanced DBS check, or received confirmation from school/college tutors of their suitability to work with children
- Supplied photographic ID
- Been checked they are not barred from working with children
- Have completed a Disclosure by Association Form
- Been subject to a Risk Assessment for volunteers if no DBS
- H&S and Child Protection induction for WEX/ Placement students

### **Information for Visitors**

An information pack is provided for all Regular Visitors who attend for more than one day. They are issued with ID badges, not swipe badges and must be supervised at all time. This pack includes: Safeguarding leaflet, Information on Types of Abuse, Guidance on Safeguarding Practices for Adults who work with Children and Young People, Health & Safety statement. All adults that receive this pack sign for it, declaring that they have received, and agreed to follow procedures in the documents listed above.

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### Occasional Visitors need to:

- Report to Reception and be signed in by office staff using pre-printed passes.
- Wear ID badge / visitor pass at all times and return it to reception when leaving the site.
- Be supervised at all times when children are on site.

On the occasion of an unexpected visitor arriving at the school, the first point of contact should be with reception staff to deal with queries. Any further queries will be referred to appropriate staff.

### Lanyards

Visitors will be given a lanyard depending on their DBS status:

- Green visitor lanyard- Fully DBS checked.
- Red visitor lanyard- No DBS, should not be left unsupervised at any time on site.
- Yellow student lanyard- DBS/ suitable tutor checks have been completed.
- Blue contractor lanyard- DBS checked.
- Black lanyard- Governor- DBS checked.

### Contractors

Contractors attending site daily, i.e., kitchen team have all had an enhanced DBS check by their agencies. They are expected to:

- Report to Reception and sign in /out
- Wear ID badges at all times on the site
- Follow the school's procedures around Safeguarding Children and Health & Safety
- Not use mobiles/tablets in the vicinity of children.

Contractors attending site for specific functions, e.g. building works, compliance testing, waste collection need to:

- Report to Reception and sign in/out.
- Wear visitor ID badge at all times on the site.
- Ensure they have permission to work.
- Be supervised around the site at all times when pupils are in attendance if the school has not received enhanced DBS from the company.
- Not use mobiles/tablets in the vicinity of children

### Staff Responsibilities:

- Book visitors and the purpose of the visit into the school diary.
- Inform reception staff of unexpected visitors.
- Do not leave any visitor (apart from Authorised Multi-Agency Professional, supply staff or a parent with their own child) alone with pupils.
- Any concern regarding the behaviour of visitors must be reported to Senior Leaders

Any visitor on the site who causes disruption or is deemed to be a risk on the premises will be asked to behave appropriately or leave the site. If support is required to maintain the safety of everyone, the police will be called.

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Events organised after school, including our after-school club, will maintain the same procedures for monitoring any visitors.

Events organised by the PFA are deemed to be public. However, the school reserves the right to ask any visitor who causes disruption or behaves inappropriately to leave.

### **National Guidance:**

Visitors are to follow Department of Health National Guidance as per the school's risk assessment.

The school may need to restrict all visitors in line with national guidance to ensure the safety of pupils, staff and wider community. The Head or Deputy will make this decision as required.

### **History of document**

Issue No.	Author / Owner	Date Reviewed	Approved by Governors on	Comments
9	Mark Senior	January 2019	23/01/19	Risk assessment added for volunteers H&S and CP induction for WEX students Edwards and Wards changed to Chartwells
10	Mark Senior	January 2020	22/01/2020	Updated Sansum cleaning solutions
11	Mark Senior	January 2021	20/01/2021	Updated Covid 19 information
12	Mark Senior	January 2022	26/01/2022	It was agreed to take out contractor's names and just leave as 'kitchen staff' or 'cleaning team'. MS has written a small handbook for visitors to school, who's who and what to do in certain events – this will be added as an appendix to this policy.
13	Katie Barnes	January 2023	18.01.2023	Added lanyard section and some updated to students and Covid 19 generalised to any national guidance.
14	Business Committee	January 2024	17.01.2024	Clarification of who conducts Risk Assessment if no DBS in place
15	Business Committee	January 2025	22.01.2025	Removed cleaning team and small changes to include contractors with enhanced DBS the right to walk around school unattended.