



ST JOHN LLOYD RC PRIMARY SCHOOL VISITOR POLICY AND RISK ASSESSMENT



Visitors are welcome to St John Lloyd RC Primary School and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is not compromised at any times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

2. Policy Responsibility

The Head teacher (Mrs C Hart) is the member of staff responsible for implementation, coordination and review of this policy.

3. Aim

To safeguard all pupils under our responsibility when at school, arranged activities under our direction out of school and after school.

The aim is to ensure SJL Primary pupils are able to learn and enjoy extra- curricular experiences, in an environment where they are safe from harm.

4. Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to safeguarding children guidelines as set by Welsh Government.

5. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- *All teaching and non-teaching staff employed by the school
- *All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, etc.)
- *All governors of the school
- *All parents
- *All pupils
- *Education personnel (Local Authority/ Challenge Advisors, Inspectors)
- *Building & Maintenance Contractors

Protocol and Procedures

6.1 Visitors Invited to the School

6.1a) Before any visitor is invited to the school, the Headteacher should be informed using the visitor risk assessment form (appendix 1), with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

Permission must be granted by the Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre visit checks required.

Visitor Risk Assessment Forms are not required for: – a) Parents visiting staff/ school

6.1b) When inviting visitors to the school they should be asked to bring formal identification (as requested by the Headteacher in the Risk Assessment) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- * All visitors must report to Main Reception first – they must not enter the school via any other entrance



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- * At the Main Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification (Local authority staff should have their ID Badge)
- * All visitors will be asked to sign the Electronic signing in device which is kept in Main Reception at all times
- * All visitors will be required to wear a School lanyard and identification badge and read the fire procedures about emergency evacuations procedures and protocol contained on the signing in slips.
- * Visitors who need supervision will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision
- * In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the designated points (either @ the infant/ junior yard depending on where they are working in the building).

6.1c) On departing the school, visitors should leave via Main Reception and:

- * Sign out using the electronic device
- * Return the School lanyard and identification badge to reception
- * Visitors do not need supervising to the car park as the site is secure once they leave the reception area.

All visitors from external agencies must comply with section 6.1 of this policy

6.2 Unknown/Uninvited Visitors to the School

- Any visitor to the school site who is not wearing a school lanyard and identity badge should be challenged politely to enquire who they are and their business on the school site
- They should then be escorted to reception to sign in and be issued with a school lanyard and identity badge. The above procedures in 6.1 then apply.
- In the event that the visitor refuses to comply, the Headteacher or Deputy Headteacher should be informed promptly and the visitor will then be asked to leave the site immediately.
- The Headteacher / Deputy Headteacher will decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for. The Headteacher / Deputy Headteacher will decide what further action to take that may include seeking legal advice or police contact.

6.3 Volunteer Helpers (no DBS)

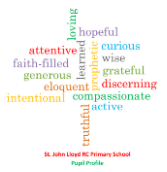
- All volunteer helpers MUST work under the close supervision of teaching staff as they are participating in 'regulated activity' and are therefore not required to hold a DBS check.
- All Volunteer Helpers must sign in at Reception and wear a 'Volunteer working under supervision' badge. They should sign out at the end of their volunteering session and return their badge and lanyard.
- Any concerns relating to a Volunteer Helper MUST be dealt with immediately, informing the Headteacher or Deputy Head.

6.4 Governors

- All Governors must comply with Disclosure Barring Service procedures, completing a DBS Form through school, (if not already held).
- The School must check all Governors DBS certification is current at the beginning of the academic school year. Thereafter, procedures as per 6.1 should apply. Please note that Governors should sign in and out using the Signing in device and wear the school lanyards and photo identification issued to them when they take up post.



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c) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher or Chair of Governors

7. Staff Development

As part of their Induction, new staff will be made aware of this policy for External Visitors and asked to ensure compliance with its procedures at all times. Staff will be advised about how to deal with abuse or aggression (verbal and physical) from others.

8. Linked policies

This policy should be read in conjunction with other related school policies: including:

- * Child Protection and Safeguarding Policy

9. Dissemination

This policy is publicised to all in the school community through induction, staff training and is stored on staff share (Policies).

10. Monitoring and Evaluation

The suitability and impact of all visitors invited into school to work with the children will be assessed at the end of each visit and a decision made as to further involvement

Reviewed and actioned October 2018

Next review: 2 years or sooner should legislation change.



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APPENDIX 1 - Risk Assessment for Visitors to School

Please complete at least a week before the visit and give to School Office Manager.

Name of visitor	
Class or person they will be visiting	
Member of staff arranging visit Date and time of visit	
Will the visitor have unsupervised access to pupils? If so, please give details of how safeguarding will be ensured.	
If the visitor will NOT have unsupervised access to pupils, please give details of how they will be supervised/accompanied during the visit.	

Visitor assessment check (please circle the requirement of check)

Requirement	Required - Yes/No	Seen
DBS check	Yes/No	
Photo ID	Yes/No	
Address ID	Yes/No	
Evidence of qualifications (Eg Gas Safe)	Yes/No	
Visitor Badge & Fob	Yes/No	
Level of supervision required	Supervised/ Unsupervised	
Headteacher's comments relating to this visit		