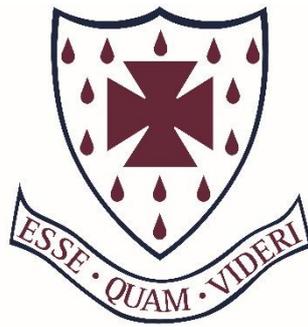


VISITOR POLICY

Date Implemented: September 2020



1888

S. Anselm's

Monitoring:	Head
Named Person Responsible:	Designated Safeguarding Lead (DSL): L. Donnelly
Designated Governor:	K. Mayson
Last Reviewed:	Michaelmas term 2020
Policy Review Date:	Michaelmas term 2022

1. Policy Aims

- 1.1. The School has many visitors during the course of a day and it has obligations to fulfil in managing and controlling this aspect of school life.
- 1.2. The School aims to have procedures in place to enable appropriate individuals to visit the school, while safeguarding the children at the School. In addition, the School aims to have procedures in place with regard to adult members of the families or households of residential staff at the School.
- 1.3. All staff should be aware of the procedures to be followed in relation to visitors in the School.
- 1.4. All staff should take responsibility for challenging anyone on school premises who is not accompanied, or who is not identified as an authorised visitor and who they feel should not be on school premises.
- 1.5. The term visitor within this policy should be taken to include contractors.
- 1.6. This policy adheres to the philosophy underlying the Equalities Act 2010. The School commits to observing its principles and does not discriminate on any grounds.
- 1.7 This policy has been supplemented by a visitor and contractor checklist, to be checked and communicated to visitors by office staff and additionally recorded and counter signed by visiting contractors who remain onsite to carry out tasks. (See Appendix)

2. Procedure - Visitors

- 2.1. All visitors must follow hygiene protocols, including immediately cleaning hands on entry into the school buildings, then sign in at School Office, where they will be provided with a visitor's badge and coloured lanyard and made aware of any planned emergency evacuations. Visitors will in addition be advised to read the notes on the reverse of their visitor's badge.
- 2.2. Visitors should wait in Reception or in a place they are directed to, by Reception staff, until the relevant member of staff arrives to collect them.
- 2.3. Visitors should be accompanied throughout their visit, unless they are working in an area which is not accessible to pupils, in which case, they may be left to work in the area, provided that the member of staff with responsibility for them checks on them at regular intervals.
- 2.4. Visitors should use only staff cloakrooms.
- 2.5. Visitors must sign out at School Office before leaving the site, unless the member of staff concerned has seen them leave the site and then signs them out.
- 2.6. In the event of a fire evacuation members of staff with visitors must ensure that their visitor

reaches the appropriate assembly point.

2.7. Where a visitor takes part in the delivery of a lesson or speaks in public they must be supervised by the member of staff with responsibility for the lesson. A visiting speaker risk assessment must be completed.

2.8. Where staff arrange for visitors to work with pupils, this should be agreed in advance by the Head prior to the visit. Guidance in relation to safeguarding aspects of the visit will be provided by the DSL or relevant Assistant Head. In the case of individuals who may be requested to visit the School regularly to work with pupils this guidance will include a requirement that a DBS check is completed prior to any un-supervised work with pupils.

3. Procedures – Adult member of the families or households of residential staff

3.1. Every adult member of a household occupying accommodation which is provided as part of an employee's conditions of employment is required to have a DBS Check if over 18 years old. This clearance is required before the accommodation is occupied. In addition, they are required to sign to confirm that they have read and understood this policy.

3.2. All residential employees of the School are required to sign a licence agreement which covers their occupation of the accommodation provided by the School, this agreement includes a requirement that adult members of their family / household comply with the terms in this policy.

3.3. An induction session in Safeguarding for adult members of the households of accommodated staff will be provided by the School.

3.4. Adult members of the households of accommodated staff should be conscious of the fact that they are not School employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible.

3.5. Household members should not enter or attempt to use any of the areas that are designated for boarders, nor should they attempt to establish friendships with individual pupils.

3.6. Accommodated staff and their families may entertain guests in their houses during term-time and invite guests to stay overnight; but it is important that their host ensures that they are aware of the fact that certain restrictions apply because they are visiting a school.

3.7. Where a resident member of staff anticipates that a guest to their accommodation may become a regular guest they should seek advice from the staff within the School with responsibility for safeguarding to determine whether they guest should comply with 3.3 above.

4. Responsibilities

- 4.1. All staff have responsibilities under this policy to ensure that visitors are aware of and adhere to the procedures outlined above.
- 4.2. Resident staff are responsible for ensuring that adult members of their family or household who are resident with them comply with section 4 above and that guests to their accommodation are made aware of the restrictions which apply because they are visiting a school.

5. Professional Visitors

- 5.1 S. Anselm's school will work with social care, the police, health services and any other services to promote the welfare of children and to protect them from harm and access to the school will be made available.
- 5.2 For visitors in a professional capacity, the school will check ID and be assured that the visitor has appropriate DBS check.
- 5.3 For visitors from Derbyshire County Council Children's Services, CAF/CASS, Derbyshire Healthcare Foundation Trust, Derbyshire Healthcare Services as well as other educational providers, these bodies are responsible for obtaining and scrutinising DBS checks on their staff. The school should not ask to see DBS checks from such employees.
- 5.4 Other than on very rare occasions, staff from Children's Social Care should always inform the school prior to a visit, ideally visits should be confirmed by email.
- 5.5 Anyone employed by an organisation to work with children and their families will have photo ID which can be shown on arrival at School. If S. Anselm's school wish to take further action to identify the visitor this should be done with their manager using the visitor's organisation's main telephone number.

6. Oversight

Oversight of the Visitor Policy is undertaken by the Senior Leadership Team. The policy will be reviewed by the Designated Safeguarding Lead every two years.

This policy is available to parents of pupils and prospective pupils, on the school website, and on request.

Visiting Speaker Guidance

Speakers from our wider community are often invited to give talks to enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put in to their presentations.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The purpose of this guidance is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This guidance was drawn up having had due regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The "Prevent" statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*", DfE, June 2015) (<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and are appropriately supervised.

This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy which is available on our School website, and applies to the whole School, including EYFS and Boarding.

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- The organiser at S. Anselm's must complete the **Visiting Speaker at S. Anselm's School Form**, well in advance of the visit. This should be authorised by the Director of Studies or the Bursar and sent to the HR & Compliance Administrator in advance of the visit. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.
- The Organiser must send a copy of the **Guidelines for Visiting Speakers** to the speaker in advance of their visit.
- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable, this to be submitted to the HR & Compliance Administrator along with the Visiting Speaker at S. Anselm's School form.
- Staff must inform the Visiting Speaker that USB sticks must not be brought into School and that any presentation/material etc. should be sent to the organiser in advance.

- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.
- The HR & Compliance Administrator will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visitors will be asked to provide photo ID upon arrival at School, the organiser should check this and verify the Speaker's identity.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- **In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.**
- The organiser will conduct a post-event evaluation of how the visit met the needs of our students.

Organiser's Name	
Organiser's Signature	
Date	

Approved by Director of Studies	
Date	

In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.

S. Anselm’s School
COVID-19: Visitor and Contractor Induction Checklist

Name(s):	
Name of employer (where relevant):	
Details of visit/ works to be undertaken on site:	
Section A – To be Completed Prior to Arrival	
Establish whether any part of the visit or works may be completed remotely to reduce the amount of time required on site.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Discuss whether it is possible for the visit/ works to be completed outside of core hours, when there will be a reduced number of people on the premises.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Obtain a copy of the visitors/ contractors COVID-19 risk assessment and/ or statement of safe working practices where relevant (i.e. not required for visiting parents/ carers) and review to ensure that suitable control measures will be implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Provide the visitor/ contractor with a copy of your COVID-19 risk assessment for the premises, highlighting any specific requirements that will apply to them.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Confirm the number of visitors/ contractors that will be attending site and ensure that it is the minimum required.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Confirm that any person attending site: <ul style="list-style-type: none"> • Does not have symptoms of COVID-19; • Has not been advised by NHS Test and Trace to self-isolate; and • Does not have any members of their household who are displaying symptoms of COVID-19. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Agree on an arrival time, and where possible a departure time, that does not coincide with peak movement times.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Confirm parking arrangements, which entrance should be used, signing in procedures and who the visitor/ contractor will be meeting on arrival.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Confirm which areas the visitor/ contractor will need to access, and where possible make arrangements for these areas to be unoccupied or establish clear routes to facilitate social distancing.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Confirm that the visitor/ contractor will be adhering to social distancing guidelines or agree alternative measures where social distancing is not possible (e.g. use of PPE, minimising duration of close contact, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Confirm the visitor’s requirements for hand hygiene when on-site and whether you will be providing hand washing facilities/ hand sanitiser, or if the visitor/ contractor will need to provide their own.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Section B – To be Completed Upon Arrival	
Re-confirm that the person(s) attending site: <ul style="list-style-type: none"> • Does not have symptoms of COVID-19; • Has not been advised by NHS Test and Trace to self-isolate; and • Does not have any members of their household who are displaying symptoms of COVID-19. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Highlight the location of hand washing facilities or hand sanitisers and ensure that they are used prior to entering.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Provide details of the areas that the visitor(s) or contractor(s) are permitted to enter, limiting them to only those that are essential, and social distancing measures (e.g. any one-way systems etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Provide details of which welfare facilities (e.g. WC's, rest areas, kitchens) may be used and outline any specific requirements relating to them, such as limits on the number of people that may use them at any one time.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
If visitor(s)/ contractor(s) will not be supervised at all times, provide them with contact details for the person that should be contacted on completion of work, or if they have any queries or require assistance.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Provide details of emergency procedures, taking into account any changes to the normal procedures made due to COVID-19.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Person Providing Induction		
Name:	Signature:	Date:
Person Receiving Induction		
Name:	Signature:	Date:

Note: This form is intended to supplement the existing induction procedures, not to replace them