




Policy and Procedure for Checking the Identity of Visitors

Policy Originator	Campsbourne School
Governor Responsible	Governor Responsible for Safeguarding
Status	Statutory
Last reviewed	Summer 2022
Ratified on	11.07.2022
Review period	Annually
Signed by Governor Responsible for Safeguarding	

(Please note: This policy should be read and reviewed in conjunction with the school's Safeguarding and Child Protection policies, protocols and guidelines).

Safeguarding Statement

At Campsbourne School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Campsbourne School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Campsbourne School welcomes visitors from the local community and external agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our parents and pupils with a broad, balanced and enriched programme. We see the inclusion of visitors' input into the programme as one means of ensuring that we meet this aim. This enables our parents and pupils to question and learn from 'experts' from various walks of life and disciplines which allows our them to gain a wider view of the world and gain insight into the lives of other people.

Procedures for Visitors on Arrival

- All visitors must report to the school office on arrival and must not enter the school via any other entrance.
- If the visitor or prospective parent is unknown to the school, we check their credentials and reason for visit.
- If the visit is pre-arranged, we check the school calendar to ensure we are expecting the visitor who has arrived.
- We ask for at least 1 form of identification to verify who the visitor is and, if appropriate, which organisation they work for (e.g. official identity badge, driving licence, bankcard which shows signature).
- If we require further verification, we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager.
- All visitors are asked to read the Safeguarding / Health and Safety Notice before signing in using the Inventory System.
- All visitors are provided with a visitor sticker and lanyard which they must wear at all times and be visible.
- Contractors will be required to sign the Contractors Log.
- We ensure that the visitor or prospective parent is supervised whilst on school premises.
- On departing from school all visitors are asked to sign out.

Vetting Procedures:

The following vetting procedures are implemented to ensure the safety and security of all parents, pupils, staff and visitors. These procedures have been carefully designed to ensure the school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

Volunteers

We actively support parents, guardians and other adults who wish to work as volunteers in our school. There are two main ways of helping: -

- Occasional support for school events, visits or trips: these are events where parents/volunteers commit to supporting an individual event. As this is classed as supervised contact, Disclosure & Barring Service-DBS (formerly CRB) level 3 enhanced checks are not required and permission to undertake this role is at the discretion of the Head Teacher. However, should such events and trips involve any unsupervised contact with pupils, such as all residential trips, a DBS check including an enhanced check for regulated activity would be a mandatory requirement.
- Regular support in the school: This is when parents/guardians or other adults offer regular support to the school for a period of time. This commitment will be discussed with the Head Teacher or a member of the senior leadership team and mutually agreed duties will be defined. All regular volunteers who support the school in this way will have an induction briefing to ensure they are aware of our key policies and procedures. They will be fully supported by suitably qualified members of staff. In

accordance with The Protection of Freedoms Act 2012* vetting checks are not required for voluntary support which is fully supervised at all times however school reserves the right to request a standard or enhanced disclosure certificate without the barred list check. For all volunteers working in an unsupervised capacity an enhanced disclosure with barred list check will be a mandatory requirement. Details of all vetting will be held on school's Single Central Record. The SCR is a document which details the vetting procedures undertaken by school. The cost of the DBS / enhanced check for regulated activity will be met by the School.

Work Experience & Training Placements

In addition we offer work experience placements for adults in training as well as young people wishing to gain work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency. The vetting responsibility for students on placements from universities or colleges lies with their place of study and a formal statement of assurance, together with the student's DBS clearance information, will be provided to the school prior to commencement of their placement. This information will be held on the school's Single Central Record (SCR) which records all our vetting procedures. Where secondary school/ academy students from other schools/ academies seek work experience, a statement of assurance as to their suitability will be obtained from their school/ academy. Such students will be fully supervised at all times. Whilst these measures are strictly adhered to we do not wish to deter volunteers and wish to assure all applicants of our commitment to supporting their learning experience and stress that we value their contribution.

Contractors

Wherever possible maintenance work carried out on site is outside pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the school's safeguarding requirements which consist of the following procedures:

- All contractors are required to sign in to the Inventory System and the Contractors' Log. (Note: on departure all visitors are required to enter a time of departure to meet Health & Safety requirements);
- They will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted. School reserves the right to refuse admittance;
- A school visitor sticker will be issued and prominently worn. This is to assure all staff in school that contractors have completed the above procedures and therefore are known and recorded to be on site. Where a contractor does not display their school visitor sticker they can expect to be politely challenged by our staff, who are vigilant in ensuring the above procedures are adhered to. Children are also encouraged to report to a member of school staff any visitor they encounter on site without a school visitor sticker;
- In some special circumstances contractors may be required to have DBS verification in place. For example:
 - Where contractors, during on-going building work, will be regularly working unsupervised by school staff and / or close proximity to outdoor areas or internal areas where pupils are present;
 - Where the nature of the contractor's works means they will have access to sensitive data e.g. computer maintenance/management information service

companies.

In such cases, school will not carry out DBS checks. However, before work commences, the contractors will be required to supply their employees' DBS numbers and date of clearance. Such contractors are not required to present their employees' DBS certificates due to the risk associated with its potential loss. This is in line with central government guidelines.

Visitors from LA and Government Agencies

Visiting staff from the Local Authority (LA), Children's Services, Health agencies e.g. CAMHS and private companies that have Service Level Agreements with school do not have to comply with the aforementioned vetting procedures if their organisations have issued a statement of assurance. These statements assure school that their host organisations have completed level 3 enhanced DBS checks on all staff who visit school. If these staff will be working directly with pupils on a regular basis their details will be recorded on the SCR. The only fields to be populated on the SCR will be the visiting staff's name, DBS number and their organisation name in the address field.

Infrequent visitors such as artists, authors and theatre companies are **fully supervised** at all times and will not be required to submit DBS verification. Again this is in line with central government and Ofsted Inspection guidelines.

Specific guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience;
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and is in line with school policies. (This is particularly important in Health areas e.g. Sex & Relationship Education);
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate;
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline;
- Supply each visitor with school's Visitor Information Sheet;
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable);
- Ensure each visitor/ external agency is aware of pupils with SEN and/or specific medical needs e.g. asthma, anaphylaxis;
- Provide each visitor with a named school contact;
- Ensure the activity meets Health and Safety guidelines;
- Staff must ensure such visitors are aware of school's core policies, protocols and procedures such as Safeguarding/Child Protection and provide access to any further relevant documentation e.g. SRE policy, Drugs/Substance Misuse policy, risk assessments;
- All staff must inform the relevant people of the intended presence and remit of visitor e.g. Head Teacher, Senior Leadership Team, Business Manager, reception/office staff and check if vetting procedures apply;

- Organise, meet and greet arrangements and classroom/assembly lay out;
- Ensure a member of staff is present during the session who will be responsible for class discipline, monitoring and evaluation;
- Ensure the students are given time to reflect on what they have learned and identify next steps targets for learning.

The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, fees paid.

Governors

All school governors are required to have an enhanced criminal records certificate from the DBS.

Monitoring:

This policy, its implementation and effectiveness is regularly monitored by the Head Teacher, Senior Leadership Team and the Governing Body and is reviewed/ratified each year. This ensures we meet our statutory obligations.

Appendix A



Our Values and Safeguarding and Protecting Children: All Visitors Briefing Document – September 2022

Welcome to Campsbourne School

Safeguarding and Child Protection is extremely important to all the schools' staff and pupils. We would appreciate it if all visitors could make themselves aware of the procedures outlined in this document.

As a Visitor to the School please ensure that you follow the following procedures:

- Sign in at the main reception and sign out when you are leaving
- Ensure your visitors badge is clearly displayed on your clothing at all times whilst you are in the School
- You are accompanied by a member of staff (unless otherwise advised)
- All visitors that are working on the site must report to main reception and arrange for their identity to be checked before they start work or accompanied by a member of staff at all times

What to do if you have a safeguarding or child protection concern:

In the event that you are concerned about the protection or safeguarding of a child please contact a member of staff in the school office with any issues or queries. The issue will be addressed and communicated immediately to our Child Protection Officers: Jonathan Smith - Head Teacher and Designated Safeguarding Officer or Wendy Fitt – Pastoral Manager and Deputy Designated Safeguarding Officer.

	
Jonathan Smith Head Teacher Designated Safeguarding Lead	Morgan Currie Deputy Head Teacher Deputy Designated Safeguarding Lead
	
Wendy Fitt Pastoral Manager Deputy Designated Safeguarding Lead	Emily Arkell Governor Responsible for Safeguarding

Supporting British Values

We also actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, as defined by the Department for Education. Visitors to our school are reminded of their responsibility to actively promote all these values whilst they are on school property or working for the school.

Health and Safety

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others. If you have any health and safety concerns please let the school office know.

Emergency Procedures - What should you do if you discover a fire?

Visitors should exit the building by the nearest exit (Building plans with the nearest exits highlights are visible in all rooms near the door.) Informing the nearest member of staff on the way out of the location of a fire.

Classrooms

Please do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Accidents

Please make sure that any illness, accidents or injuries are reported to the school office.

Smoking

It is against the law to smoke on school premises.

Property or Vehicles

The school accepts no responsibility for any loss or damage to visitor's property or vehicles.

Safeguarding is EVERYONE'S Responsibility

	
<p>Jonathan Smith Head Teacher Designated Safeguarding Lead</p>	<p>Morgan Currie Deputy Head Teacher Deputy Designated Safeguarding Lead</p>
	
<p>Wendy Fitt Pastoral Manager Deputy Designated Safeguarding Lead</p>	<p>Emily Arkell Governor Responsible for Safeguarding</p>

If you have concerns about the welfare of a child please speak to one of us.