



VISITORS TO SCHOOL POLICY

Deepdene 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.

This policy has been developed in line with the following guidance:

Keeping Children Safe in Education (DFE, 2015)

Working Together to Safeguard Children (DFE, 2015)

Inspecting Safety in maintained schools and academies (Ofsted, 2015)

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.

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 on school's system. (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 badge 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 badge they can expect to be politely challenged by our staff, who are vigilant in ensuring the above procedures are adhered to.
- In some special circumstances contractors may be required to have DBS verification in place. For example:
 - Where contractors i.e. cleaners who will occasionally be working unsupervised by school staff in areas where pupils are present.
- 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.
- 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, procedures such as Safeguarding/Child Protection and Fire Drill procedure.
- All staff must inform the relevant people of the intended presence and remit of visitor e.g. Headteacher, Deputy Headteacher, Head of Nursery, 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.

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.

* Please note that as a result of the passage of the Protection of Freedoms Act (2012), some of the requirements (particularly around volunteers) have changed (from September 2012). The Act has removed the requirement for schools to routinely carry out DBS checks on all volunteers, even when they work regularly with pupils. **If supervised by a suitably checked person**, school is not required to request any DBS checks on the volunteer and **are not entitled** to request a barred list check (known as an enhanced check for regulated activity). School is entitled to request a standard or enhanced DBS disclosure certificate without the barred list check. School can only request a barred list check for volunteers working regularly with pupils in an **unsupervised** capacity.

The Act has also removed the requirement for DBS checks to be carried out for governors simply because of their office. If governors volunteer in school activities the above measures for volunteers apply. The Department For Education and Ofsted have published key documentation detailing all revised vetting requirements and school will include any further revisions as necessary within our annual review process. (The requirement to keep a Single Central Record has not changed as a result of the passage of the Protection of Freedoms Act).

Date of Ratification:	March 2016	Signed: Elizabeth Brown/Nicola Gane (HEAD TEACHER) Nicola Gane (CHAIR OF GOVERNORS)
Review date:	March 2017	Signed: Elizabeth Brown/Nicola Gane (HEAD TEACHER) Nicola Gane (CHAIR OF GOVERNORS)
Review date:		Signed: Elizabeth Brown/Nicola Gane (HEAD TEACHER) Nicola Gane (CHAIR OF GOVERNORS)
Review date:		Signed: Elizabeth Brown/Nicola Gane (HEAD TEACHER) Nicola Gane (CHAIR OF GOVERNORS)

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