



Visitors Procedure

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Cottingham High School Visitors Procedure

Introduction

This guidance is intended to help staff at Cottingham High School to manage visitors in a way that ensures the safety of children and adults on the school site. All staff have a responsibility to ensure that all visitors are properly welcomed and managed safely within school.

Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged.
- Approval for visitors/ volunteers on site should be obtained, as applicable, via completion of the Educational Visit or Event Proposal form (available on the RM Drive) or via the Headteacher.
- All visitors must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to register on the Inventory system. They will be given a copy of the school's Child Protection/ Health and Safety guidance.
- Reception will provide the visitor with a visitors badge with their photograph on.
- A visitor's badge should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- Visitors should not be alone with pupils unless this is a legitimate part of their role, for example a social worker seeing a child. In this case, the school will have assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record which is maintained by the Operations Manager.
- On departing the school, visitors should leave via reception, log out of the Inventory system, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to log in as a visitor and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Headteacher or other senior member of staff being immediately informed. In extreme circumstances, or if the person refuses to leave, the police could be called.

Staff from agencies (eg, Supply Teachers)

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. We will also verify this on arrival, as agency staff are requested to bring their DBS certificate with them. This will be stored on the Single Central Record and the Inventory system. The agency staff will also be asked to produce photo ID, which will be checked against the information provided.

Trainee/student teachers

Where applicants for Initial Teacher Training are salaried by the school, the school will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) will be obtained.

Where trainee teachers are fee-funded, the school will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. The trainee teacher will be asked to produce a copy of their DBS certificate and ID on their first day. This will be stored on the Single Central Record and on the Inventory system.

Contractors

For building or maintenance contractors, the school will establish a formal agreement regarding access to specific areas of the building. For many building projects, physical separation, such as fencing off of the work areas, will provide additional safeguards. *Keeping Children Safe in Education (2018)* details that contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. This will be stored on the Single Central Record. Contractors should present photo ID on arrival at the school, log into the Inventory and be issued with a visitors' badge. If the contractor is working in an area of the school where students are present, they will be accompanied by the Site Manager, or another member of staff.

Parents and relatives

Keeping Children Safe in Education (2018) makes clear that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a Sports Day. In these circumstances, Headteachers should use their professional judgment about the need to escort or supervise visitors.

Ofsted

Our policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. However, we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved Additional Inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

Concerns related to a visitor

Staff and pupils are reminded on a regular basis about to whom they should report concerns or go for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the Designated Lead for Safeguarding.