

Safer Visiting Policy

1. Introduction

In compiling this policy the school has taken into account guidance on DBS checks and from the following:

- Department for Education
- Ofsted
- Oxfordshire County Council

1.1 Purpose

Safer visiting is the responsibility of every member of staff and the policy should be reflected in every aspect of visiting. Safeguarding judgements need to be made in relation to all individuals with whom a student in school may come into contact as they may be perceived to be safe and trustworthy adults.

This policy is intended to be a working document, which sets out the procedures to be followed for individuals visiting the school.

1.2 Scope

This policy covers only the procedures for reception of visitors to the school. It is linked to and is part of the wider issue of safeguarding of children. It should be read in conjunction with the school's Safeguarding Policy and the annual generalist safeguarding training for all staff.

1.3 Revisions of the policy

As a working document, this policy will be revised as new guidance is received. The policy will be reviewed at least once a year at the same time as the review of the Safeguarding Policy.

1.4 Safer Visiting

All visitors should be escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

2. Procedure for Receiving Visitors

A visitor is anyone who comes into school who is not an employed member of the school staff.

Signing in/out

All visitors, regardless of how they are categorised, **MUST** sign in and out. This is part of the school's policy on safeguarding of the students, but it is also necessary in case of fire.

Occasional visitors (accompanied) are those visitors who come into school on an irregular and infrequent basis and therefore have not been issued with a Cholsey School photo ID badge.

All visitors in this category (except those identified separately below) MUST be accompanied at all times whilst on the school site.

OFSTED Inspectors will be asked by Reception staff to show their Ofsted badge and they should be checked against the photo on their badge.

Visitors who attend school events - e.g. sports matches, drama/music performances, parents' evenings are not regular visitors requiring checks to be carried out. Staff in attendance at these events are asked to be vigilant to ensure that visitors are not left unsupervised with students.

Regular visitors (un-accompanied)

At the point of signing in visitors will be issued with a visitor badge. This must be handed back when the visitor signs out.

Regular visitors are individuals or contractors who:

- come into school once a week or more
- come into school on 4 days in one month or more
- need unsupervised access to students

It may not be appropriate for **all** regular visitors to have further checks and it may be preferable that some regular visitors be escorted at all times while on site.

For those regular visitors who need to be unaccompanied on site, the school will carry out all appropriate checks.

Regular visitors, i.e. those who have been CRB checked will be issued with green lanyards.

Infrequent visitors, who must be accompanied by a member of staff, will wear red lanyards.

Each badge will be numbered for office staff to monitor the whereabouts of visitors.

If a member of staff sees anyone on site who is:

- **not wearing a Cholsey ID badge**
- **wearing a visitors' badge but is unaccompanied**

the member of staff should ask them who they are, ask them to produce their badge and explain that they must have their badge on display. If they do not have a badge or are unaccompanied wearing a visitors' badge, the member of staff should accompany them to Reception. If a member of staff needs assistance, they should contact a senior member of staff.

Appendix A
Agreement
(Issued with a Visitor Badge)

Your numbered badge should be collected when you sign in on arrival and handed back in when you sign out on departure.

The ID badge must be on show at all times whilst on site.

- Your safety and wellbeing 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.
- The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises.
- Cholsey School is committed to safeguarding and promoting the welfare of children and young people and expects all visitors/contractors to share this commitment. If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact Reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.
- If the fire alarm should sound please leave by the nearest safe exit and report to a member of staff on the playground. Do not re-enter the building until you are told it is safe to do so.
- Smoking is prohibited anywhere on the school premises, inside and outdoors, including the school car park.
- Should your circumstances change you must notify the school.

If you are qualified to visit a child/ children unaccompanied and do not adhere to any of these conditions, the ID badge will be withdrawn, along with the facility for unaccompanied visiting.

This badge is issued to you alone and you are responsible for its safe keeping. In the event of loss, you must notify the school immediately.

By signing our visitor sheet you are agreeing to our policy.