



Together we love to learn  
and learn to love

# St. Mary's CE Infant School

## Visitors in School Policy

St Mary's CE Infant school is committed to inspiring every individual. We embed the Christian value of love across school life because we believe that a person who feels loved, secure and happy can flourish. We encourage everyone to achieve their potential, develop their talents, celebrate their uniqueness, and rejoice in their relationships with others.

*“Do everything in love”*

1 Corinthians 16:14

St Mary's is committed to using the skills, knowledge and expertise of visitors to benefit the children. Whilst encouraging the use of visitors and volunteers, the protection and safety of the children is always paramount.

All visitors will -

- enter and leave the school via the main school reception.
- sign in and out at the office in the visitor's book.
- always wear a school visitor badge. Badges must be returned to the office when leaving the school.
- be the responsibility of the member of staff who they are visiting.
- be made aware of the evacuation procedures in the event of fire and emergency lock down procedures.
- read and adhere to the Volunteers Code of Conduct as applicable.
- adhere to the school's high standards of professional courtesy.
- behave in a way which is consistent with the school's values and ethos.

### **Visitors and Volunteers**

St Mary's CE Infant School welcomes visitors and volunteers from the community into school in order to support learning and facilitate school events/outings.

A DBS check will be requested if a volunteer is in school on more than three occasions in any one month period, or where it is deemed necessary by the Executive or Assistant Headteacher.

All volunteers will be fully briefed with regard to safeguarding, confidentiality and any specific health and safety issues.

The member of teaching staff with whom the volunteer is working will be responsible for ensuring that the role which the volunteer is being asked to fill is clearly explained and understood.

### **Professionals (e.g. therapists and social workers)**

Professionals who need to work unsupervised with a pupil must bring in a copy of their DBS number and photographic ID on the first visit (to be recorded on the central record). After the initial visit, photographic ID will suffice. If they do not have their DBS number, they must be accompanied at all times by a member of the school staff.

### **Contractors**

All contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed. Any contractor employed should have DBS clearance and show ID at all times.

### **Role of the school in the recruitment of paid coaches:**

The school must affirm that sports coaches have:

- a current national Governing Body qualification in the activity they wish to deliver (i.e. the level of award that the national governing body recommends a coach can work independently, usually level 2).

- undertaken appropriate Child Protection training.
- current public liability insurance cover for a minimum of £5 million.
- enhanced DBS clearance.
- appropriate experience of working with young people.
- two character references (one of which should be from a local Sports Association or Governing Body).
- awareness of and be committed to following ODST/Local Authority and school policies.
- a commitment to working within the sports coach UK Code of Ethics and Conduct for Sports Coaches.
- ensured that the activities are suitable for the age, ability and size of the group.
- completed required school documentation such as registers, accident report forms.

Sports coaches must inform the school of any incidents that occur.

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge should be challenged to explain who they are and their business on the school site. Assuming the visitor has legitimate business within the school, they should be made aware of the procedures for visitors outlined in this policy and be escorted to reception to sign the visitor's book and be issued with an identity badge. The procedures for invited visitors then apply.

In the event that the visitor refuses to comply or does not have legitimate business on the school site, they should be asked to leave the site immediately. The Executive or Assistant Headteacher (or Office Manager if the Headteachers are not available) should be informed immediately and will consider whether it is necessary to inform the police. In the event of any unknown or unwanted visitor refusing to leave the site, police assistance will always be called for.

Reviewed: September 2022

Ratified by Governing Body 21.11.22