



For every child to reach their potential and live life in all its fullness. (John 10:10)

Name of Policy: Visitors Policy

Date Written: January 2018

Renew Date:

September 2020	Appendix added to this policy. **Covid-19 related information added to the policy. **
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Next Renew Date: September 2021

Rationale:

Hindsford CE Primary School gives the highest importance to the safeguarding and welfare of children. An important aspect of this is ensuring that any adult visiting the school, regardless of their role within the community, is safe to do so and opposes no risk to the school or to the child/children they are going to be working with.

Aim:

The aim of this policy is to outline the school's protocol and procedures when allowing visitors to visit/work within the school, without compromising the safety of the children.

Definition:

Visitors are defined as all people other than staff members, governors or parents/carers of the school. If a parent/carer however is supporting on a school trip, in school reading with pupils or helping in class, in any one of these situations, they would be classed a visitor and not a parent/carer.

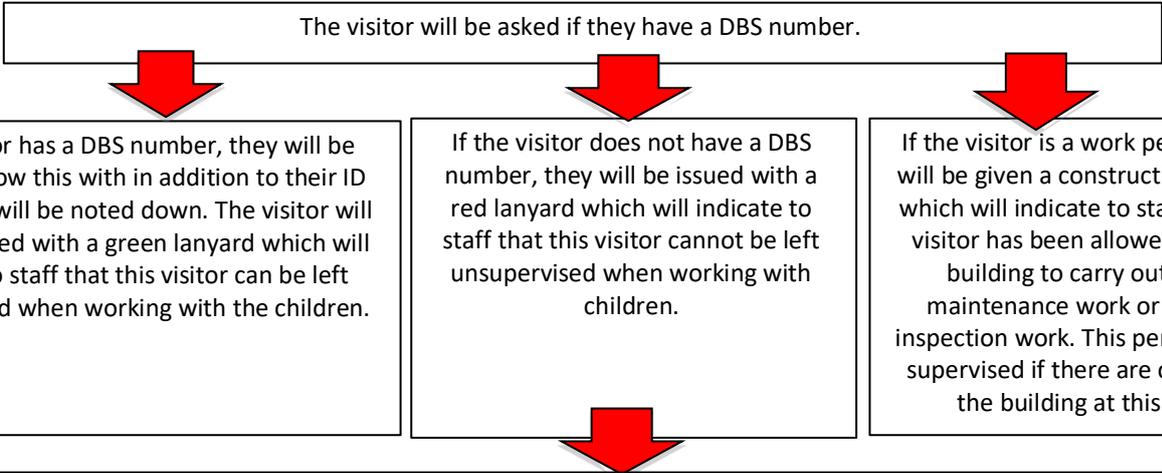
Visitors therefore can be anyone from an adult helper, parent/carer helper, member of the Local Authority, Ofsted or DfE Inspector, member of the community or Local Authority, supply teacher, staff members from other schools, contractor/sub-contractor, guest speaker, member of an outside agency, school's Educational Psychologist, school nurse & support worker etc.

Procedures & Protocol:

All visitors will enter the building via the main school office.

**When entering the building, due Covid-19, all visitors will be asked to wear a face covering. **

The office staff member will then carry out the following procedures before the visitor will be allowed to enter the main part of the building.



Please Note: If a visitor is not wearing one of the above identified lanyards, all Hindsford staff have been trained to challenge this visitor and ask them to return to the office and check that the visitor has signed in. The staff member will then issue the visitor with the appropriate lanyard.



If the visitor is new to the school, they will be given and asked to read and sign a copy of the 'Safeguarding Induction' document which can be found in Appendix 1. In this document, the visitor will be asked to hand their phone into the school office, leave it in the car or, if their phone is required for a work purpose, when they are in the building, to only use this when children are not present.



Once both documents have been signed and a lanyard has been issued, a guidance leaflet (Appendix 3) will be given to the visitor which will hold key safeguarding information in it which they can use whilst they are on site at Hindsford.

If the visitor is going to be working with a child unsupervised, they will also receive the school's Safeguarding, Child Protection and Early Help Policy and a copy of the DfE Keeping Children Safe in Education Part 1 document.



The visitor will then sign the visitor's book and be taken to the appropriate staff member or class or be asked to wait in the entrance hall until the staff member or child comes to them.

Refusal:

Any member of the Senior Leadership has the right to prohibit anybody entering the building whom they feel may cause a threat to the staff or children or who refuses to follow protocol and procedures.

Safety for Visitors:

The following policies ensure that visitors within the school will be safe at all times:

- Safeguarding, Child Protection and Early Help Policy
- Fire Drill Policy
- Lockdown Policy
- Health & Safety Policy
- No Smoking Policy
- School & Site Security Policy
- Staff Safer Working Practices Policy
- Whistle Blowing Policy
- Inclusion Policy
- Equality Policy



**Hindsford CE Primary School
Safeguarding Induction Sheet**

At Hindsford Primary School we all have a statutory duty to safeguard and promote the welfare of children. This now includes yourself as a visitor to our school.

Therefore, please can you read the information below carefully and sign to say that you adhere to this.

When in school, if you have a concern about a pupil with regards to their health, safety or welfare, you must share this information with an appropriate member of school staff.

Below is a list of the safeguarding team in school and therefore it is one of these staff members that you should ask to speak to about your concern:

				
Designated Safeguarding Lead (DSL) - Mrs Elaine Holden (Headteacher)	Deputy Safeguarding Lead (Deputy DSL) - Miss Rebecca Dempsey (Deputy Headteacher)	Deputy Safeguarding Leads (Deputy DSL) - Mr Matthew Wigman (Pastoral Manager)	Safeguarding Admin Officer - Mrs Janet Mitchell (School Business Manager)	Safeguarding Governor - Mr Andrew Morris

If you feel that your concern requires immediate intervention such as a disclosure of physical, emotional, sexual abuse or neglect, please do not delay in sharing this information as immediate action from the team could be critical in safeguarding the pupil.

Any allegation or disclosure involving a member of staff, or a volunteer at the school must be reported directly to the Headteacher (Deputy Headteacher if the Headteacher is not on the premises), unless it involves the Headteacher and then it should be reported directly to the Chair of the Governing Body. Mrs Mitchell, will be able to provide you with his contact details and find you a private room so that you can speak to him.

Please see the leaflet for further information regarding the safeguarding of our children.

Mobile Phones:

Mobile phones are prohibited in school and must be handed into the school office, or left in your car, on arrival. The only exception to this policy is if you require your phone to be able to carry out the job that you have come into school to do. In this instance, you will be assigned a room to work in and your phone must be kept on silent and not used in front of any child. It must also be kept in a secure location within the room and not taken with you if you are moving around the building.

Taking Photographs:

It is really important that before taking any photographs in school, you ask permission. This is because the school has certain safeguarding procedures for taking photographs which is outlined in its policy for this. If permission is given for photographs to be taken, these should not be taken from a personal device but only from a registered work device.

Fire Alarm:

In an emergency the school will be evacuated, signalled by the alarm. On hearing the alarm, you should exit the building from the nearest external exit and make your way round to the main playground at the back of the building (There will be a poster near the door in each classroom which will have a map of the school). If you are working with a child at this time, please take the child with you and allow them to join their class when you arrive at the playground. Please wait on the playground for further instruction.

Lockdown:

In a lockdown situation, you will hear either a repeated long blast of a whistle or repeated short, sharp blasts of a whistle.

If there is a repeated long blast of the whistle, you must: stay in the room that you are in, place the lock on the external door (this is at the top of the door), close the windows, move a table in front of the internal door and then go under a table and pull the chair towards you so that you are secure. You must then stay in that position until a member of staff informs you that it is safe to come out. A Hindsford member of staff will have a lanyard and ID Badge with their picture on it which they will show you through the window.

If there are repeated short blasts of a whistle, please just remain in the room that you are working and do not come out until a member of staff informs you it is safe to do so.

Code of Conduct:

The school will not tolerate any inappropriate code of conduct or discrimination towards a pupil or member of staff due to their gender, race, religion, background, appearance or sexuality. This is outlined in the school's Inclusion and Equality Policies which is available on request from the school office.

Health & Safety:

Any health and safety concerns should be reported to Mrs Mitchell who is the school's Health & Safety Officer.

Thank you for supporting and safeguarding the children at our school.

Name: Representing:

Signed: Date:



Visitors to School Supplement Document – Covid-19

Each time you visit the school and before entering the school, you will be required to answer the following questions:

Please write yes or no next to the questions below:

1. Have you in the past 14 days experienced symptom of Covid-19 such as a temperature, persistent cough or loss of taste and smell?.....
2. Have you in the past 10 days, tested positive for Covid-19?.....
3. Have you in the past 14 days, come into contact with somebody who is displaying symptoms of Covid-19 or tested positive for Covid-19?
4. Have you in the last 14 days returned from a country that is currently on the quarantine list?
5. Have you adhered to the social distancing rules when out in the community?

Signature to confirm that I have answered each question to the best of my knowledge:

If you have answered yes to any of the questions from 1 to 4 or answered and/or answered no to question 5, unfortunately we will not be able to allow you to enter the building and therefore politely ask you to return at a later date.

If you have answered no to questions 1 to 4 and yeas to question 5 then you will be able to enter school however must agree to the following health & safety procedures set out below:

- Use hand sanitiser on your way into school.
- If working with a child, maintain a safe distance and sit next to the child rather facing them.
- Wear a mask or face shield when working with the child or use the plastic shield that the school will provide.
- Avoid touching your mouth and face where possible.
- Only use the toilet cubicle labelled visitors/other staff.
- Use own equipment such as pens and pencils – Do not share this with the child.

Thank you for adhering to these rules.

Signature to confirm that I have read the rules and will adhere to them:

Name: _____

Signed: _____

Date: _____

Visitors Code of Conduct: It is important that as a visitor to the school, you:

- Provide a positive role model to young people.
- Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing.
- Treat all members of the school's community with respect.
- Respect a child's privacy and dignity.
- Avoid any physical contact with a young person.
- Use appropriate language when talking to both staff and children.

Never:

- Give a gift to a child unless it is part of the school's agreed reward policy.
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments.
- Share your personal details with a child or the personal details of any other pupil or staff member.
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home.
- Discuss the school, children or adults working within the school on social media.

Taking Photographs:

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Covid-19 Information: When working in school, you must:

- Use hand sanitiser on your way into school.
- If working with a child, maintain a safe distance and sit next to the child rather facing them.
- Ensure that the room is well ventilated.
- Wear a mask or face shield when working with the child or use the plastic shield that the school will provide.
- Avoid touching your mouth and face where possible.
- Only use the toilet cubicle labelled visitors/other staff.
- Use own equipment such as pens and pencils – Do not share this with the child.



Hindsford CE Primary Safeguarding Guidance Leaflet for Visitors



Hindsford CE Primary School is committed to safeguarding children and promoting children's welfare.

We expect all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.

It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By signing the Safeguarding Induction Sheet, you have agreed that you will adhere to the safeguarding practices of Hindsford Primary School.

This leaflet confirms what you have agreed to and also offers more information with regard to what to do if a child makes a disclosure to you.

Whereas, we keep your Induction Document on file, this leaflet is for you to use when in school and for you to take home.

Lanyards: When in school, you must wear the coloured lanyard that you have been issued with at the school office. If you do not do this, you will be challenged by a member of staff and asked to return to the school office to have your sign in details sheet checked.

 If you are issued with a green lanyard, you will be able to work with a child unsupervised but when doing this, please ensure that you follow the guidance on Page 4 with regard to Covid-19.

 If you are issued with a red lanyard, you must not be unsupervised when working with a child.

 If you are issued with a yellow lanyard, this means that you are carrying out essential contract work within the school and must not be unsupervised if there are children in the building.

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Sharing Concerns: When in school, if you have a concern about a pupil with regards to their health, safety or welfare, you must share this information with an appropriate member of school staff.

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Taking a Disclosure: If a child makes a disclosure to you...

DO:

Stay calm

Listen to the child without interrupting them

Take the allegation seriously

Reassure them that they have done the right thing to tell you.

Report the concern to a staff member listed on page 2.

NEVER:

Show shock or embarrassment.

Promise to keep a secret.

Ask any leading questions.



Reporting a Concern: When reporting a concern to a member of the safeguarding team, they will ask you to record your concern on CPOMS. The staff member will support you with this process. Depending what the concern is, they may also ask you to make a referral to a specific agency or the police and will be fully supported in doing this.

Direct Referral: As a visitor, you are entitled to make a direct referral to Wigan Wigan's Children's Services (Tel: 01942 828300) or to the Local Authority Designated Officer - Sue Wharton (Tel: 01942 486034) Please Note: This number is only regarding to an allegation made against a staff member.