



Lord Scudamore Academy

Volunteers/Visitors Policy

September 2019

Next Review Due: September 2020

Co-ordinator – Mrs J McColl

Lord Scudamore Academy

Visitor Policy

Introduction

This document is intended to give informative and friendly advice to all those who enter and use Lord Scudamore Academy. The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, pupil's safety is guaranteed and that our relationships with the neighbouring community is not compromised by parking access to their homes being minimised.

General Overview

All visitors must report to the reception, give their names, company and purpose of visit. They must be asked to sign in using the visitors' sheet ensuring that all details are completed including their car registration numbers.

Admin staff responsible for signing visitors in to the school must ensure that the visitor has read the fire regulations, that they have ascertained where the visitor has parked if they are not using the school car park to establish that they are not blocking neighbouring properties.

Visitors will then be issued with a visitors' badge which must be worn at all times.

It is imperative that Admin staff ensure that Contractors and other "one off" visitors have a DBS certificate and that it has been seen by the Office Manager who will log details in the DBS folder in the office.

Adults who have regular access to pupils must have their details including their DBS recorded on the single central record.

New volunteers must have attended a meeting with the Safeguarding Manager prior to starting in school.

First Aid Arrangements

See office staff for a list of qualified first aiders.

Visitors Badge Agreement

Upon receipt of a visitors badge they will need to fill in the details and sign to say that they have:

- ❖ Signed in
- ❖ Read the fire regulations
- ❖ Agreed to abide by the rules of the school governing access and egress
- ❖ Stated the purpose of their visit and with whom they are meeting (if this is applicable)
- ❖ Written down the registration of their vehicle on the visitors sheet
- ❖ State that the car is parked in the car park
- ❖ Taken note of the use of mobile phones notice displayed at the hatch

Lone Workers Policy

Single visitors and work persons should be made aware of and have made arrangements to comply with the 'Lone Workers' policy adopted by Lord Scudamore Academy.

Returning the badge and signing out

Visitor's badges should be returned to reception once the visitor leaves. When visitors return their badges it is the responsibility of the office staff to ensure that they have signed out.

Visitors without badges (known as well as unknown)

Any visitor not wearing a badge will be challenged by staff. Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil safety. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff.

It is the duty of all staff to *politely* ask any visitors who are not displaying a badge to accompany them to the office so that the signing in process can take place.

No occasional visitor should be issued with, or loaned a foyer door lock fob by any member of staff.

Occasional visitors should not be given the door lock codes and should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring equipment into school.

Workmen coming onto site should be asked about their requirements for access etc. – if constant access is needed, office staff should inform senior staff so that appropriate measures can be taken. The site manager will be informed so that he can take appropriate action.

School security and the welfare of pupils always takes priority.

Parents/carers visiting school

All parents/carers must follow the visitor's procedure and obtain visitors badges at all times no matter how well they think they are known to staff. This will also be the case even if they have pre-arranged meetings with teachers and other professionals.

Parents/Carers who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at reception and wait in the foyer for a member of the office staff to let the child into the school building. They must not leave their child without signing the child in with the office staff and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

Children must always be collected from the school office for appointments e.g. dentist so that they can be signed out by office staff.

If parents/other persons arrive for pre-arranged meetings, office staff **MUST** ask them to sit in the library after they have been signed in. It is the responsibility of the office staff to then inform the Teacher/Professional that the parent/other visitor has arrived for the meeting and they must be collected from the library for the meeting.

If parents wish to discuss issues with staff they can do so via the office, letter or request that staff phone them. Staff are also happy to meet parents and carers after school.

Parents as Volunteers

Parents who are assisting in school as volunteers must follow the signing in process but on receipt of their visitors pass may then proceed to the class in which they will be working, which will have been organised by a member of staff by prior arrangement. Any volunteer must have a risk assessment completed by the Safeguarding Manager, and have attended an induction meeting with the Safeguarding Manager. A DBS and ID check will also be completed.

Professionals who visit the school

Professionals such as Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists and Social Workers etc should have their photographic ID clearly visible. They should still enter their details in the visitors' book and be compliant with our regulations.

After School Hours

Lord Scudamore Academy has frequent visitors after the official school day i.e. 3.15 pm. Workmen will generally ask for the assistance of the Site Manager and it is the responsibility of the member of staff or Site Manager to ask these visitors to follow the protocol above as staff and pupils may still be on site due to after school clubs and extended schools projects.

Working with External Visitors/Contributors

Planning Checklist

It is advisable that teachers **and** external contributors consider this checklist, prior, during and after the sessions.

- Are both teacher and external contributor clear how the input fits in with the aims and objectives of the PSHE curriculum and where it is placed within the school's scheme of work?
- Is the external contributor's knowledge and expertise relevant and appropriate?
- Is the teacher clear about the values, aims and objectives of the external contributor and why they work with schools, and does this complement the school's values, aims and objectives?
- Is it necessary to ensure that the external contributor has a current DBS check?
- Plan adequate time to discuss the details of the visit including any preparatory or reflective work for pupils. Clarify the role of both teacher and external contributor in any follow up work.
- Ensure that the contributor is aware of the needs of pupils with regard to ethnicity, ability, age.
- Ensure that the external contributor is aware of relevant school policies, e.g. behaviour, child protection and health and safety? Clarify the school policy on handling sensitive issues, disclosures; confidentiality and subject content e.g. drug education and sex and relationships education.
- Ensure that a teacher is present for the whole activity and will take responsibility for continuity and links to other areas of work. The external contributor's role is to support and not replace the teacher.
- Discuss professional boundaries e.g. who is responsible for discipline, codes of

conduct and other school guidelines.

- Ensure the contribution is grounded in a pupil centred approach to learning.
- Have monitoring and evaluation of learning activities planned.
- Celebrate achievements and show appreciation of input.