

ABBOTSHOLME

AN EDUCATION FOR LIFE

Visitors Procedure for Parents, Visiting Speakers, Volunteers & OAs

Visitors to the school must go to reception, sign in and wear a visitor's badge at all times.

This includes:

- Parents who are visiting to speak with staff.
- Members of the Abbotsholme Parents' Association, fulfilling their APA responsibilities or attending a meeting.
- Adults/OAs visiting for specific one-off events event (e.g. giving a presentation), who will be supervised by staff members at all times.

In the following cases, other arrangements apply and a visitor's badge need not be worn:

- Parents attending Parents' Evenings. These will be registered in the Snell Building on arrival.
- Parents or OAs picking up pupils, who should wait in the Car Park or wait in Reception. Parents or OAs must not walk around school, unaccompanied by a member of staff.
- Parents visiting for school events. There will be staff presence and supervision at these events.
- OAs visiting for scheduled OA events, e.g. dinners, sporting events. These will be registered by the person in charge of the event.
- Arts Society members must sign the visitors' book and stay within designated areas (Roseyard corridor, library, toilets, chapel, main staircase).
- Participants in term-time lets. These will follow the policy agreed with the Director of Finance and Operations (RM), with JS, Head of Boarding notifying boarding staff and pupils of the visitors' presence.

Visits to the School by parents, OAs and others in the following categories require a member of staff to go through the visitor's approval procedure.

- OAs visiting to help out with teaching, activities, etc.
- OAs visiting to see existing pupils.

INDEPENDENT BOARDING AND DAY SCHOOL FOR BOYS AND GIRLS AGED 2 – 18

Abbotsholme School, Rocester, Uttoxeter, Staffordshire, ST14 5BS: Telephone 01889 590217: Headmistress Mrs H K Wilkinson
Telephone: +44(0)1889 590217 enquiries@abbotsholme.co.uk www.abbotsholme.co.uk

Registered in England No. 11250194 • Registered Office: Abbotsholme School, Rocester, Uttoxeter, Staffordshire ST14 5BS

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- Parents volunteering to help out.
- Volunteer instructors/helpers/adults, not employed by the school.
- Outside speakers and presenters, whether volunteer or paid for.

The procedure is as follows:

- Member of staff or OA initiates a query to the Headmaster as to whether a visitor can come.
- The approval form is completed by a member of staff. This need only be done once for a visitor who will be making a series of visits or is a regular visitor.
- Staff inviting outside speakers into school (or facilitating such invitations by pupils) must give careful consideration, under the Prevent Duty, to the suitability of the speakers and the risk that they will convey a message which may draw pupils into extremism.
- Staff must actively consider this risk and undertake practical checks to reassure themselves of suitability, for example through recommendations from third parties and internet searches. A declaration that this has taken place is made when the member of staff signs the Visitor's Approval Form.
- The form is submitted to a member of SMT, who will examine and approve the visit or not. Basic checks for our Prevent Duty will also be made by the Headmaster before signing to approve the visit.
- In the case of visitors or volunteers who may be left with pupils unsupervised, they will be subject to various checks, such as DBS and barred list. They will also be asked to read KCSIE 2023 and sign a declaration that they have done this and are aware of basic details of the School's safeguarding procedure. The Headmaster's PA will ensure any necessary checks are made.
- The visitor will be recorded on the School's Single Central Register if they are subject to checks, as above, or if they are a 'visiting speaker' (and thus be subject to consideration of Prevent).
- The decision to approve or not approve the visit is communicated by SMT to the member of staff seeking approval for the visitor. If approved, the Visitor's Form is returned to the staff member to obtain the visitor's signature.
- The inviting member of staff will inform the visitor that unless they are already known to the School, they will be asked to present a photographic form of identification (passport, driving licence) to enable a check to be made.

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- On arrival, the visitor checks in at reception and meets the member of staff supervising them, who will give them the form to sign, asking them to read the Code of Behaviour for Visitors.
- The proof of identity check can be signed by reception staff or the inviting member of staff.
- Any documents that are needed (e.g. DBS), will be checked.
- The signed form is returned to the Headmaster's PA for filing.

Additional Arrangements for Nursery Section

- **POLICY STATEMENT: no person without the relevant DBS check is left alone with children at any time.**
- **PROCEDURES:**
 - All visitors sign into and out of main reception, as outlined above.
 - Any mobile phones and other devices with a camera are locked away securely in the store room; no use of such equipment is allowed on the Nursery premises.
 - Parents/carers visiting with their children must advise a member of staff if they are to use our facilities to change their child's nappies or take them to the toilet. A staff member will supervise any other children who wish to use the facilities at the same time – **no child will be left with the visitor.**

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