

Visitors and Contractors

This policy and procedure applies to employees of St Dunstan's Trustee Limited on behalf of St Dunstan's Education Foundation & College Hire Limited.

Introduction

The Foundation welcomes parents and other visitors to our schools and understands the importance and benefits of these visits. At the same time, the Foundation is committed to safeguarding the welfare of pupils and staff as well as protecting facilities and equipment.

This policy applies to visitors to the Foundation during normal school hours and outside of school hours when children are on site in connection with the purposes of the Foundation.

Separate documentation and procedures are in place for individuals, community groups or organisations hiring the Foundation premises for purposes not connected with the Foundation ('hirers'). Hirers are therefore not in the scope of this policy.

Visitors and regulated activity

The Foundation holds a Single Central Record (SCR) of personnel who have had the appropriate safeguarding checks. The SCR is maintained by the Foundation's Human Resources (HR) Team. Visitors who are on the SCR must sign in at the College Office or Jubilee Ground Reception and will be assigned a **yellow** lanyard. Individuals on the SCR are allowed unsupervised access to the Foundation.

A person considered to be attending the Foundation in a visitor capacity only will not be undertaking regulated activity and therefore, the Foundation is unable to carry out formal vetting checks on those individuals. Visitors who are not on the SCR must sign in at the College Office or Jubilee Ground Reception and will be assigned a **red** lanyard. Both the Visitors Procedures and Visitors' Code of Conduct apply to visitors who are not on the SCR.

Visitors' Procedures

All visitors and staff must follow the procedures below:

- Where possible the College Office should be informed of all pre-arranged visitors in advance and how to contact the host.
- Once on site, all visitors must report to reception first. All visitors must state the purpose of their visit, who has invited them and be prepared to provide photographic proof of ID if asked by the member of staff.
- All visitors to the College site must sign in on the electronic signing in system, InVentry, which records an image of the visitor, and return to the College Office to sign out and return their visitors badge and lanyard when leaving the site. Visitors to

the Jubilee Ground will sign in at the Jubilee Ground Reception and must return there to sign out and return their visitors badge and lanyard.

- Details of the relevant Foundation safeguarding personnel is visible to all visitors both through the electronic sign-in and in the hard copy safeguarding brochure provided by College Office.
- Where appropriate visitors will also receive a copy of the Visitors and Supply Teachers Handbook which contains information on appropriate conduct, safeguarding, health and safety and fire evacuation.
- All visitors will be required to wear an identification badge and the relevant lanyard which must remain visible at all times during their visit.
- The member of staff hosting the visit will be asked to go to reception to meet the visitor(s) and will then be escorted to the point of contact, if applicable. The contact will then be responsible for them on site. The visitor must not be allowed to move around the site unaccompanied unless they are registered on the SCR and wearing a **yellow** lanyard.

The Foundation, and our schools, are not required to check the identity of visitors but may choose to do so where it is deemed appropriate. Where identity is to be checked the visitor will be informed in advance. In this case, a photographic form of evidence of identity must be provided wherever possible, e.g. driving licence, passport or identity card. Reception staff will verify the visitor's identity against the evidence provided. Where it is required for a copy of the ID to be retained, the member of staff should sign and date to verify that the document is a true copy of the original.

The badge is worn with an appropriate coloured and labelled lanyard as confirmed by the HR Team.

- **Yellow** for those where HR has confirmed that appropriate checks have been completed
- **Red** for those who must be supervised on site.

Visitors' Code of Conduct

This Code of Conduct applies to all visitors to the Foundation who are not on the SCR:

- A. A visitor's **red** lanyard is to be worn in order that it can be seen at all times during the visit.
- B. All visitors wearing a **red** lanyard must be accompanied by a staff member throughout the visit*.
- C. All visitors are required to return to Reception with a supervising member of staff once their visit is over.
- D. All visitors are required to sign out and return their visitor's badge and lanyard to Reception Staff.
- E. All visitors must report any unsafe or inappropriate behaviour or Health and Safety issues or any other matter giving them cause for concern to one of our Safeguarding Personnel (who are identified in the Foundation's safeguarding leaflet and in the Foundation's Safeguarding and Child Protection Policy).
- F. Visitors must not reveal any personal or confidential information they may learn about the Foundation during the course of their visit to any third party.

- G. Should there be a fire evacuation, a member of staff will accompany visitors out of the building to the agreed assembly point. Green signage, displayed above the all evacuation doors, clearly identify the route to take.
- H. The Foundation operates a no smoking policy (including e-cigarettes) on all school premises and this includes directly in front of the schools.
- I. Visitors should be made aware that mobile phones and cameras should not be used for any purpose in EYFS areas. In addition, photos may not be taken of children of any age.

Visiting Speakers' Protocol

The Foundation often invites speakers from the wider community to give talks to enrich our pupils' experience. The Foundation recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the Foundation and the pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The Prevent Duty Guidance for England and Wales (2015) requires the Foundation to have a clear protocol for ensuring that any visiting speakers to our schools are suitable and appropriately supervised. The Prevent Duty requires schools to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism. "Extremism" is defined as vocal or active opposition to fundamental British Values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

This policy has been drawn up having regard to the Government's Prevent Duty guidance and the Foundation's wider safeguarding obligations.

All visiting speakers will be subject to the Visitors' Code of Conduct (see above) and the Visiting Speaker's Protocol set out below.

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed and approved by the Deputy Head Pastoral.

The Foundation will complete the Visiting Speaker checklist before agreeing to a Visiting Speaker attending the College. The Foundation may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The Foundation will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The Foundation will obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the Foundation may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the Foundation.

A member of school staff will be present during the visit/talk to monitor what is being said to ensure that it aligns with the values and ethos of the Foundation and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that Foundation staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Deputy Head Pastoral as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a Foundation employee whilst on Foundation premises. At no point will a Visiting Speaker be left unsupervised on the Foundation premises whilst pupils are present.

On arrival at the College, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign in using InVentry. The Visiting Speaker will be issued with a visitors' lanyard which they must wear at all times whilst on the Foundation premises. Visiting Speakers will also be provided with a copy of the Visitors and Supply Teachers Handbook which contains information on appropriate conduct, safeguarding, health and safety and fire evacuation and a copy of the Safeguarding Brochure.

The Foundation will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the Foundation's Information and Records Retention Policy.

A checklist for Visiting Speakers can be found at Annex 1 to this policy and must be completed for all Visiting Speakers. A failure by the supervising member of staff to ensure that this Visiting Speakers' Protocol is followed may be treated as a disciplinary matter.

If a visiting speaker is carrying out other duties for the Foundation on a regular basis they may be undertaking regulated activity. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers as detailed in the Foundation's Safer Recruitment policy.

Volunteers

If a volunteer is supervised and not involved in undertaking personal care, the usual Visitors' Code of Conduct applies.

An unsupervised volunteer, whose presence is frequent and regular is considered to be in regulated activity and the Foundation should therefore complete the appropriate safeguarding checks. The individual should be recorded on the SCR and they should be given a **yellow** lanyard at each visit.

Occasional and temporary contractors (who are not on the SCR)

External contractors coming onto the Foundation premises to carry out maintenance or a similar activity, during school hours when pupils are present, are to be notified in advance to the College or Jubilee Ground, to report to reception on arrival with relevant identification, and will be issued with a visitor's badge and a **red** lanyard.

* Where the visit does not involve working directly with children and is expected to be for a short period of time and/or is isolated to one area with limited access to children, a risk assessment can be produced to manage the supervision required to an extent that is considered reasonable in all the circumstances to ensure the protection of children. This risk assessment will include the measures put in place, and by whom, to monitor the contractors. An example of the measures in place might be for named staff to check on the visitors every 30-45 minutes and to require the visitors to be escorted by these named staff if they were to move around the College site. All risk assessments must be approved by the DSL and COO ahead of the visit. Where this risk assessment is approved an **orange** lanyard will be worn by these contractors.

If the Contractor is already on our list of approved Contractors, they are required to report to the relevant school Reception before undertaking any work on the school site and will be given a **yellow** lanyard. The suitability of approved Contractors will already have been checked by HR and they will be on the SCR.

Approved Contractors are required to bring photographic proof of identity with them on their first visit. Reception Staff will make a copy of this identity and provide this to HR. After which their identity should be automatically identified on the InVentry system.

Maintenance staff (or other appropriate member of staff) will be informed of the Contractor's arrival. The supervising member of staff will meet the Contractor at Reception and escort them to the area in which they will be working. The supervising member of staff will:

- remain with the contractor whilst the work is undertaken if the contractor is wearing a **red** lanyard or check in on them where there is a risk assessment in place;
- ensure that staff and pupils in the area where the work is being carried out are aware of what is being done, by whom and how long the work is likely to last;
- provide the contractor with details of how to contact them if they are not to remain with the contractor whilst the work is undertaken; and
- at all times, escort the contractor back to Reception once the work is complete or ensure that the contractor is clear on where they must sign out.

Parents

Generally, parents attending one of our schools are treated in the same way as any other visitor and are therefore subject to the Visitors' Code of Conduct in full when visiting during core school hours (0815-1600). However, the Foundation recognises that there are times when it is not practical or desirable for parents to follow the Visitors' Code of Conduct e.g. when attending ad hoc events such as after-school sports fixtures or musical performances.

In those circumstances, however, staff should be present at the event and will be able to ensure there is adequate oversight or supervision of parents attending the event. Parents will be expected at all times to adhere to points E, H and I of our Visitors' Code of Conduct (see above).

Agency Staff

Appropriate vetting checks will already have been completed by HR on all agency staff. When attending a school for the first day of work (or if they have not worked for the Foundation in the last 3 months or more) these individuals must bring with them photographic proof of identity. Reception Staff will verify the proof of identity and provide a copy of this to HR. Reception Staff must also have sight of the person's original Disclosure and Barring Service (DBS) Disclosure Certificate. Reception Staff should then issue the person with the Supply Teachers and Visitors Handbook which contains information on appropriate conduct, safeguarding, health and safety and fire evacuation.

Unknown/Uninvited Visitors

Any visitor to a Foundation site who is not wearing a Foundation visitor badge and lanyard should be challenged politely by staff to enquire who they are and their business on the

Foundation site. The visitor should then be accompanied back to the Reception to ensure that the Visitors' Procedures are followed.

If an unauthorised visitor becomes abusive or aggressive, they must be asked to leave the Foundation's premises immediately and warned that if they fail to leave, police assistance will be called for. The Foundation will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the school site is threatened or assaulted, or placed in fear for their own safety.

Related policies:

Health and Safety Policy
Safeguarding and Child Protection Policy
Safer Recruitment

Appendix 1: Checklist for visiting speakers

	Information Required	Details
1	Staff member coordinating visit	
2	Name of visiting speaker	
3	Contact details for visiting speaker	
4	Date of visit	
5	Details of audience	
6	I confirm that I will provide the visiting speaker with a copy of the safeguarding brochure and the visitors and supply teachers brochure	
7	Biography of the visiting speaker (to include organisation the speaker is representing and other affiliations)	
8	Presentation has been checked in advance?	
9	What research have you carried out on this visiting speaker? Consider: <ul style="list-style-type: none"> • recent reports or statements • public apologies issued • social media presence 	
10	Are you confident that the content seen in response to 9 does not contravene the Foundation's ethos, values, Equal Opportunities Policy, British values or the requirements of the Prevent duty?	
11	Will the visiting speaker be left alone with pupils?	
12	Who will be supervising the visiting speaker and at what times (consider needs of break and lunch time)	
13	Have you given a copy of this form to the DSL?	
14	Have you made Marketing and Admissions aware of this visiting speaker?	

Signed:

Date:

Signed:
(DSL)

Date:

Appendix 2: Important safeguarding notices

- Please do not let visitors in through any other door than the main entrance and please do not allow visitors to tailgate through any other door.
- Please be vigilant and if you see an unaccompanied adult with a red lanyard or no lanyard ask them politely who they are here to see and where their escort is.
- If you feel uneasy about approaching any visitor or volunteer please report this immediately to a senior member of staff.
- On occasion, pupils may be required to tour parents. It is essential that a member of staff is aware of this and oversees the process.
- If a visitor is attending the site regularly and has regular contact with pupils, they must have an enhanced DBS check and be entered on the Single Central Record. These visitors will wear a yellow lanyard
- The College Office should be informed about any visitors, prior to their arrival.

Category	Frequency of Visit/ Type of Activity	Procedure
Visitors/ Volunteers	One off meetings Infrequent visits Any direct contact with children e.g. visiting speakers	Red Lanyard Not on SCR Escorted at all times
Visitors/ Contractors	Examples include: <ul style="list-style-type: none">• Being onsite for a short period of time• A one-off visit• Working in an isolated area Must not be having direct contact with children	Orange Lanyard Not on SCR Robust risk assessment in place which is approved by the DSL and COO Do not need constant supervision, but do need monitoring
Visitor, volunteer, coach, VMT, supply teacher	Regular visits (regulated activity) Regular contact with pupils	Yellow Lanyard On SCR (this can include their own DBS) Do not need escorting
Staff	Regular contact with pupils	Black Lanyard On SCR