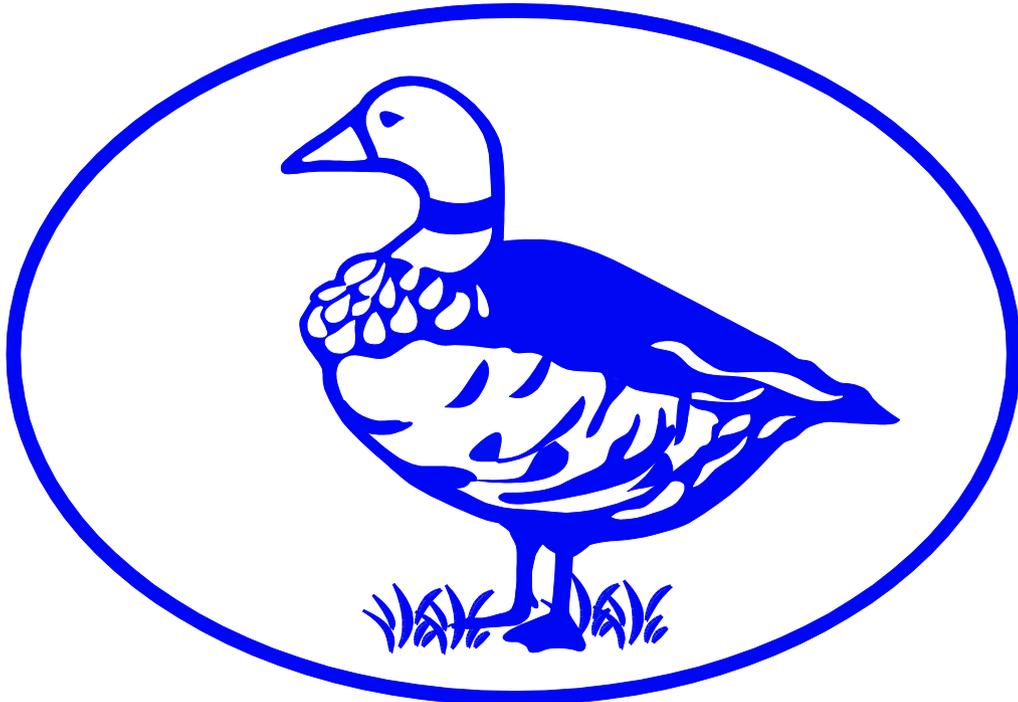


HOO ST WERBURGH PRIMARY SCHOOL AND MARLBOROUGH CENTRE



POLICY FOR VISITORS

April 2014

Medway Policy for visitors to Hoo St Werburgh Primary School & Marlborough Centre

We are keen to work closely and proactively with parents, members of the local community and other agencies. At the same time, our most fundamental duty is to protect the safety and welfare of all our pupils. In order to do this we must establish effective policies and procedures for managing the risks presented by adults to children. Part of the management of these risks is to make sure that we the school make the necessary checks on all visitors before they enter the school.

Schools are not open places to which any member of the public is entitled to right of access. The school must satisfy themselves that all visitors, no matter who they are, pose no risk to children. Pupils, staff, governors and parents do not have unrestricted right of access to the school but in light of their employment or connection with the school will have identification and follow safeguarding procedures managed by the school.

All visitors to the school will need to register their presence by signing in and wear a badge to show that they are an official visitor. Visitors from Children's Services, Medway Council and agencies listed in Appendix 1 should wear their identity badge on all visits. There are safe recruitment procedures in place for vetting these staff which are carried out by their own Human Resources departments.

Any visitors that will have contact with children but do not fall into the above category should carry and be asked for an enhanced DBS check and photographic ID before entry into the school. Examples of these are listed in Appendix 2.

The contract with Chartwells, school dinner providers, requires all personnel to be enhanced DBS checked by themselves prior to employment. Medway Council is responsible for ensuring personnel placed by them within schools all have completed enhanced DBS checks and that these are renewed within required timescales.

Supply agencies must obtain an enhanced DBS check in respect of all supply teachers before they place them in a school. Head teachers should obtain confirmation from the supply agency that all safer recruitment and vetting procedures have been undertaken and no concerns have been identified prior to the supply teacher commencing work. The Headteacher/Deputy Headteachers should consult Human Resources whenever there is doubt about the background of supply or temporary staff in the school.

Occasional or rare visitors (e.g. Grandparent to talk about life in the war, plumber to repair leak) that do not have the necessary checks must be accompanied at all times.

Remember that adults do not have to have one-to-one contact with children in school to pose a risk. Children may see adults in school as 'safe and trustworthy' and could meet them out of school, where abuse might take place.

Managing the Health, Safety and Welfare of Visitors in School

'Visitors' are defined as parents, school transport contractors, maintenance and building contractors visiting/working on site, volunteers involved in school activities, individuals or groups letting the premises and any other person who is not a pupil or a member of staff employed by the school.

The Head teacher and the school's Governing Body are responsible for implementing the Visitors in School Policy and will, as necessary, review from time to time the effectiveness of the arrangements within it.

As a school we are committed to taking all reasonable precautions in safeguarding the health and safety of visitors. First and foremost, therefore, such precautions must start in ensuring the safety and promoting the welfare of both staff and pupils through the implementation of our Health and Safety policy. By doing this we can be assured that, 'as far as is reasonably practicable', members of the public are given equal consideration and are not adversely affected by bad working practices. Equally, the school reserves the right to carry out appropriate risk assessments on all work activities involving visitors. If hazards are identified, the necessary action will be taken to eliminate them or reduce them to an acceptable level.

Should they occur, all accidents (however minor and whether they cause injury or not), incidents or dangerous occurrences involving visitors must be reported to the main office and will be investigated if applicable in accordance with Medway Council procedure.

Visitors will also be provided with such information and instruction to enable them to carry out their duties safely and competently. .

In turn we would ask that all visitors take reasonable care for their own health and safety, and that of their fellow workers/colleagues/staff/pupils and any other person who could be affected by their acts whilst on site.

On School Premises

The school will do everything possible to ensure an adequate means of safe access to and egress from the site.

Vehicles parked on the school site are done so entirely at the owner's risk.

Visitors must park in the allocated spaces in the school car parks. Cars should not be parked without due regard to possible access by emergency vehicles.

Before & After school

Vehicles will not be able to gain access or leave the main school entrance during the hours of 8.30am–9.00am and 3.00pm–3.30pm when pupils and their parents/carers will be arriving and leaving the school.

- Physically disabled pupils are the one exception to the above. Arrangements for their drop off and pick up are made on individual basis in discussion with parents/carers.
- All taxis must comply with the above guidelines. Taxi firms are asked to make drivers aware of what is expected of them on site.
- School transport contractors dropping off/collecting pupils for the Centre must use the Centre entrance via Hundred of Hoo Secondary school.
- School transport contractors must be pulled into the minibus box before allowing the children to leave/enter their vehicle.
- Centre staff must be available to receive the children before the contractor is able to leave the Centre site.
- **SPEED AT ALL POINTS ON THE SCHOOL PREMISES MUST NOT EXCEED 5 MPH**

In School

All visitors must report to reception immediately on arrival to sign-in. Similarly, they must sign out prior to departure.

If visitors do not have a company badge, they will receive a visitor's badge, which must be worn at all times.

Visitors must remain in the main reception area until received by an appropriate member of staff.

They must not enter classrooms unless escorted by a member of staff or by prior arrangement.

The school is a NO SMOKING school.

In the interests of health and safety, hot drinks must not be carried around within school whilst children are on site. These can, however, be made and consumed in the staff room.

If visitors feel unwell or suffer an accident whilst on school premises, they should report to reception in order to access first aid facilities and assistance from a qualified first aider.

The use of alcohol and/or illegal substances is strictly prohibited. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on school premises.

The school will not tolerate abusive and threatening behaviour by visitors on site and reserves the right to inform aggressive visitors in writing that they are banned from the site without prior appointment.

Conditions for Maintenance/Building Contractors

It is to the mutual advantage of the school and the contractor that responsibility to each other and their employees is clearly recognised and understood and that, by co-operation, they are able to achieve the highest possible standard of safety and operation during the course of their work. Contractors who work on the school site can be identified in two categories, i.e. the short and the long-term contractor. Control of the activities of the short term contractor, whether it is for maintenance visits or small contractual projects, will fall to the responsibility of the Site Manager who will ensure the following:

- All contractors must be on Medway Council's approved list or must satisfy the school with regard to the same criteria expected by the LA including financial capability and insurance indemnity;
- No unaccompanied inspections are made and any work undertaken is carried out under safe conditions, e.g. the isolation of machinery, provision of safe access etc;
- For short term contracts, the school may see fit to use Form CC003 'Conditions for Short Term Contractors and Temporary Employees' (Safeguard) as part of these control measures;
- The Site Manager or Senior Caretaker will monitor the contractors' operation while on site.

For larger scale projects, the school will insist on a site meeting with all parties concerned to discuss such issues as time-scales, significant hazards, access, traffic

and pedestrian routes, speed limits on site and telephone numbers for emergency arrangements and facilities for managing variations.

Emergency Evacuation Procedures

Contractors working on site will be informed of their relevant evacuation route before commencing work.

In the event of an emergency evacuation being required the fire alarm will sound. Those contractors working on site will evacuate the building in accordance with correct procedure and proceed to the fire assembly points, as indicated on the signs around the building.

All visitors in school should evacuate rooms quickly and orderly following the guidance of the member of staff in charge.

Visitors working alone are potentially more vulnerable and should already have been alerted to the emergency evacuation procedures for the area in which they are working. The fire procedure is posted in every room and in corridors and assembly spaces. They should therefore vacate the building quickly and in an orderly way as instructed. If in doubt, they should evacuate the room and report to the nearest member of staff for safe escort.

All doors and windows should be closed if possible and safe to do so.

A check is taken on the safety of all pupils, staff and visitors at the **muster points**. Once at the **muster points**, all visitors should report that they are safe to a member of the admin staff who will be in possession of the visitor's book.

Visitors should remain on the **muster point** until otherwise instructed by the Headteacher or the Deputy Headteacher.

Appendix 1

- Primary Care Trust, Health Visitors, School Nurses, Speech and Language Therapists, Occupational Therapists
- Educational Psychologists
- Police Officers
- Social Care Staff
- Medway Acute Trust, Paediatricians, Paediatric Nurses, Clinical Support Workers
- Place2Be Counsellors
- Visitors from Child and Adolescent Mental Health Service

Appendix 2

Visitors employed on contracts via procurement at Medway Council, which will entail frequent access onto school sites during school hours, and where there will be access to children will have been required to have Criminal Record Bureau /Disclosure and Barring Service checks. These include; School Cleaning, Corporate Window Cleaning, Grounds Maintenance, Playground maintenance.

These requirements should be in place for any contract set out or accepted by schools i.e. in any tender documents and for contracts entered into directly by school.