

Annan School

Parents, Visitors and Volunteers Policy

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Reviewed by: Debby Hunter

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PARENTS, VISITORS AND VOLUNTEERS POLICY

Parents, visitors and volunteers are welcome at Annan School. However the school has a duty to safeguard the children in its care at all times and to ensure that their safety and welfare are never compromised. This requires effective policies and procedures for managing the potential risks presented by adults to children. We also have a responsibility for the health and safety of visitors to our school.

Protocol for visitors to the school and arrangements for Health and Safety

The following protocol is for visitors (including parents, contractors or other visitors) entering school premises.

It does not apply to parents or carers who are on the premises for the purposes of dropping off or collecting their child at the start or end of the day. Parents dropping off or collecting at other times of the school day must report to the school office.

All visitors are required to report to the office on arrival. No visitor will be admitted to the school without first reporting to the school office. When parents have been invited to a gathering, scheduled event (i.e. coffee morning), parents' meeting, open classroom, performance etc., they can be met outside the office and directed to the appropriate building or outside area.

1. Visitors who are required to complete a Visitor Record and wear a lanyard

- All visitors, including parents/carers (with the exception of those under section 2 below) are required to complete a Visitor Record. They will be informed that they should follow instructions of a member of staff in the event of a fire or other emergency and follow any other Health and Safety instructions or advice that is given to them;
- All visitors who have completed a Visitors Record should be issued with an appropriate lanyard (visitor, student, contractor) so that other members of staff know they have been to the school office;
- The Record of Visitor form has a 'Visitor Policy Summary' which they should read and sign to confirm;
- Visitors other than contractors/tradespeople who are not given access to areas where children are present, should be asked to read the *Information for Visitors* and also the *Safeguarding Information Leaflet for visitors*. These are on the clipboard of Visitor Records;
- Regular volunteers and visitors should also read or be given the more detailed *Information for parents, visitors and volunteers who help in school or on school outings and trips*;
- Visitors must return to the office before leaving the school site. Their Visitors Record will record a leaving time. Visitors must return their numbered badge and lanyard before leaving the premises;
- All visitors will be accompanied by a member of staff (exceptions apply to visitors in Group A or Group B on the attached *Categories of Visitors* sheet).

2. Visitors who are not required to complete a Visitor Record and wear a lanyard

- Parents/carers (or those nominated by parents/carers) dropping off or collecting their children from school (but not parents who are staying to help with an activity etc - refer to section 1);
- Visitors (usually parents and other family members) attending a scheduled school event to which they have been invited e.g. Gathering, exhibition, school performance, sports event, 'Open Classroom', etc. This includes Kinderplay sessions. However parents attending 'stay and play' sessions come under section 1;
- Parents/carers attending 'Parents Consultation Meetings' or similar;
- Parents who are attending a PTA (Friends) meeting where this is being led by a member of staff. At other times (i.e. PTA running a craft activity, preparing/assisting with an event, etc.) please refer to section 1;
- Those visiting the school outside of the school day (for example, weekends, evenings, school holidays);
- Prospective parents who are accompanied at all times;
- Candidates for employment at the school who are accompanied at all times;
- Suppliers/contractors making deliveries or collections, provided they are not anywhere other than the delivery point, or who are working outside the main school campus area.

Code of Conduct for visitors

Please refer to the attached documents for our expectations regarding the **Code of Conduct** for visitors, parents and volunteers. These expectations, procedures and rules form part of this policy.

- **Information for Visitors** kept with the Visitors Record - for all visitors to read.
- **Information for parents, visitors and volunteers who help in school or on school outings and trips** - for more regular volunteers and visitors.
- **Safeguarding Information Leaflet for visitors** – for visitors who will have access to children.

Expectations of the School

Whilst on school premises or taking part in a school activity everyone is expected to:

- Treat others with respect
- Take responsibility for personal belongings
- Respect school property
- Wear suitable and non-offensive clothing

All adults in the school (including visitors, parents and other volunteers) are expected to adhere to these conduct expectations. In the event of any visitor, parent or other volunteer failing to comply they will be asked to leave the site.

Smoking, Alcohol and Drugs

- There is a separate **Smoking, Alcohol and Drugs Policy**

Safeguarding and DBS checks

- Volunteer helpers, visiting teachers, students and parents who have not completed DBS checks are able to assist with activities provided that they are under the supervision of a member of staff. They are not allowed unsupervised access to children; this includes when accompanying children on outings.
See **Safeguarding and Child Protection Policy**
- On trips and outings only parents/helpers who have been DBS cleared will be permitted to transport children other than their own unless they are accompanied by a member of staff.
See **Off-site activities Policy**
- Information regarding visitors who may or may not be required to have DBS checks are shown on the attached **Categories of Visitors** sheet

Monitoring and review

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in procedures and statutory guidelines in accordance with the school's policy review guidelines.

Appendix 1

CATEGORIES OF VISITORS

Group 1

Examples of visitors where there are safe recruitment procedures in place for vetting staff. These visitors should show and wear or carry their **official identity badge** on all visits. Whilst they would not normally need access to children unsupervised they do not require constant supervision unless their job role would not usually include contact with children – i.e. ESCC admin staff.

- Children's Services (ESCC staff)
- Education Welfare Service
- CAMHS team
- Children Integrated Therapy Service (CITS) staff eg speech therapist, occupational health etc
- Police, Fire and Ambulance services
- ISI inspectors

Group 1 visitors with official identification must still complete a Visitor Record on each visit, read the *Safeguarding Information Leaflet for Visitors* and wear a school lanyard.

Group 2

Any visitors who will have direct contact with children, but do not fall into the above category, **will need a DBS check to be included in Group 2.**

- Parents and other volunteers who are working with children unsupervised by a teacher;
- Student teachers (school needs to check their DBS clearance through their university);
- Agency staff (school needs to check their DBS clearance through the agency);
- Peripatetic music or language teachers or specialist teachers/therapists.

Until a DBS check has been confirmed, any visitors in the above group will be categorised as Group 3 visitors.

Group 3

Examples of people who **do not need a DBS disclosure**. These visitors **should not be allowed unsupervised access to children at any time:**

- Parents helping with a particular activity working under the supervision of a member of school staff;
- Visitors and parents who have business with the Principal or other member of staff who will be with them at all times;
- Occasional visitors, visiting and working in the schools to support the learning of children, or assessing and mentoring staff, where a member of staff is present at all times;
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment or other maintenance work, and who are not left unsupervised on school premises (main school campus) or have direct contact with the children;
- Secondary pupils or post 18 students on work experience. The school placing the pupil should ensure that s/he is suitable for the placement in question. These pupils or students would be working directly under the supervision of the class teacher and not have unsupervised access to a child or group of children.