

# Date Valley School Trust

Company number: 06845508 Registered Charity number: 1136298

Mitcham Court, Cricket Green, Mitcham CR4 4LB

Telephone: 0208 648 4647· Tel: 07980299717 Email: [managingdirector@dvst.org.uk](mailto:managingdirector@dvst.org.uk)



## Visitors to School Policy

### Safeguarding Statement

At Date Valley School we respect and value all children and are committed to providing a caring, friendly and safe environment for all children so they can learn, in a relaxed and secure atmosphere. We believe every child should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Date Valley School.

We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Date Valley School welcomes visitors from the local community and external agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our children with a broad, balanced and enriched programme. We see the inclusion of visitors' input as one means of ensuring that we meet this aim.

This enables our parents and pupils to question and learn from 'experts' from various walks of life and disciplines which allows our them to gain a wider view of the world and gain insight into the lives of other people.

### Vetting Procedures:

The following vetting procedures are implemented to ensure the safety and security of all parents, pupils, staff and visitors.

### Volunteers:

We actively support parents, guardians and other adults who wish to work as volunteers in our school. There are two main ways of helping:

- Occasional support for school events, visits or trips: these are events where parents / volunteers commit to supporting an individual event. As this is classed as supervised contact DBS enhanced checks are not required and permission to undertake this role is at the discretion of the headteacher. Should such events and trips involve any unsupervised contact with pupils, such as all residential trips, a DBS enhanced including a check for regulated activity would be a mandatory requirement.
- Regular support in the school. This is when parents/guardians or other adults offer regular support to the school for a period of time. This commitment will be discussed with the headteacher or a member of the senior leadership team and mutually agreed duties will be defined. All regular volunteers who support the school in this way will have an induction briefing to ensure they are aware of our key policies and procedures. They will be fully supported by suitably qualified members of staff. Regular volunteers will undergo the same vetting checks as paid members of staff. Details of all vetting will be held on school's Single Central Record.

### Work Experience & Training Placements:

In addition, we offer work experience placements for adults in training as well as young people wishing to gain work experience in a school setting. Where secondary school/ academy students from other schools/ academies seek work experience, a statement of assurance as to their suitability will be obtained from their school/ academy. Such students will be fully supervised at all times. The vetting will be undertaken by the school and will be in line with checks carried out for paid staff and volunteers. Details of all vetting will be held on school's Single Central Record.

Whilst these measures are strictly adhered to, we do not wish to deter volunteers and work experience students and wish to assure all applicants of our commitment to supporting their learning experience and stress that we value their contribution.

### **Contractors:**

Wherever possible maintenance work carried out on site is outside pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the school's safeguarding requirements which consist of the following procedures:

- All contractors walking around the site are required to sign in and out
- They will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted. School reserves the right to refuse admittance
- A school visitor badge will be issued and prominently worn. This is to assure all staff in school know that contractors have completed the above procedures and therefore are known and recorded to be on site. Where a contractor does not display their school visitor badge they can expect to be politely challenged by our staff, who are vigilant in ensuring the above procedures are adhered to. Pupils are also encouraged to report to a member of school staff any visitor they encounter on site without a school visitor badge
- In some special circumstance's contractors may be required to have DBS verification in place.

For example:

- Where contractors, during on-going building work will be regularly working unsupervised by school staff and / or close proximity to outdoor areas or internal areas where pupils are present
- Where the nature of the contractor's works means they will have access to sensitive data e.g. computer maintenance/management information service companies

In such cases the school will not carry out DBS checks. However, before work commences, the contractors will be required to supply their employees' DBS numbers and date of clearance.

### **Visitors:**

Visiting staff from the Local Authority (LA), Children's Services, Health agencies e.g. CAMHS do not have to comply with the aforementioned vetting procedures if the school has received a statement of assurance. These statements assure school that their host organisations have completed level 3 enhanced DBS checks on all staff who visit school.

If these staff will be working directly with pupils on a regular basis their details will be recorded on the SCR. The only fields to be populated on the SCR will be the visiting staff's name, DBS number and their organisation name in the address field.

Infrequent visitors such as artists, authors, speakers and theatre companies are fully supervised at all times and will not be required to submit DBS verification.

### **Specific guidance for members of staff organising visits from external agencies:**

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers and documented on External Speaker / Visitors Form (Appendix 1):

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience
- Ensure the visitor/external agency learning outcomes complement school's planned curriculum and is in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate

- Discuss and agree the aims / desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline
- Supply each visitor with school's safeguarding guide leaflet
- Provide each visitor with a named school contact
- Ensure the activity meets Health and Safety guidelines
- Provide access to any relevant documentation on risk assessments
- All staff must inform the headteacher and office staff to check if vetting procedures apply
- Organise, meet and greet arrangements and classroom / assembly / premises lay out
- Ensure a member of staff is present during the session who will be responsible for class discipline, monitoring and evaluation
- Ensure the students are given time to reflect on what they have learned and identify next steps targets for learning.

The school contact will be responsible for ensuring the visitor / external agency is thanked for their contribution and, where applicable, fees paid.

This policy has been read and approved for Date Valley School, by the Headteacher and the Chair of Date Valley School Trust.

Date: March 2019

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## External Speaker / Visitors Form

<b>Name</b>	
<b>Date and duration of visit</b>	
<b>Year group expecting a visit</b>	
<b>Objective of visit</b>	
<b>Content of presentation / speech / points of discussion</b>	
<b>Areas of the school that will be accessed</b>	
<b>Reputability check (online, word of mouth) detail source and search</b>	
<b>Identified risks to pupils?</b>	<b>Yes / No Provide details:</b>
<b>Identified risk to the school?</b>	<b>Yes / No Provide details:</b>
<b>Visit authorised?</b>	<b>Yes / No</b>
<b>Staff member supervising visitor</b>	

External Speaker / Visitor's Declaration:

I confirm I have read and understood the following information:

- Please remember to sign in and out when entering and leaving the building
- Do not answer / open the external doors into the property
- Mobile phones must not be used when children are present
- No hot drinks are allowed around the school
- Smoking is strictly prohibited within the school and the school grounds
- The school is a nut-free zone
- Personal political views must not be shared with the children

<b>Name</b>		<b>Date</b>	
<b>Signature</b>			