



Five Rivers®

School Visitors and Contractors Policy & Procedure

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Head Teacher
Authoriser	Head of Education
Date of Original Issue	01/09/2022
Date of Last Review	01/09/2023
Date of Next Review	01/09/2024
Version	V1

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1. Policy

1.1 Policy Statement

- 1.1.1 Our school assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.
- 1.1.2 Our School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff.
- 1.1.3 This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or radicalisation. It is the responsibility of all staff to ensure that this duty is uncompromised at all times.
- 1.1.4 In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned.
- 1.1.5 The school, therefore requires that **ALL VISITORS** comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

1.2 Terms and Definitions

- 1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition

1.3 Data Protection

- 1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.5 Further Information

- 1.5.1 This policy and procedures should be read in conjunction with other related school policies, including:
- Child Protection Policy
 - Confidentiality Policy
 - Healthy and Safety Policy
 - Fire Safety Policy
 - Lockdown Policy
 - HR Safer Recruitment

2. Procedure

Aims

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors, parents and carers and conforms to **child protection and safeguarding** guidelines.

Where and to whom the policy applies

The school is deemed to have control of and responsibility for its pupils anywhere on the school site and on school organised off-site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site e.g. Social Workers, Independent Reviewing Officers etc
- All parents/carers/volunteers
- All pupils
- Building & maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport children e.g. taxi drivers and escorts

Protocol and Procedures

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of **DBS check**.

This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.

Visitors to the School

All visitors to the school will be asked to bring formal **identification** with them at the time of their visit. They must follow the procedure below.

Await access to site, explaining who they are and the purpose of their visit.

During term-time, all visitors must report to **Reception first**. No visitor is permitted to enter the school via any other entrance under any circumstances.

During holidays and at weekends, any visitor will be escorted by a member of Five Rivers and must sign in and out of the **visitors book**.

At Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to **sign in**, making note of their name, organisation, who they are visiting and car registration if appropriate.

All visitors will be required to wear a visitors **lanyard**.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to Reception to receive the visitor.

The contact will then be responsible for them while they are on site. The visitor **must not** be allowed to move about the site unaccompanied or be unsupervised with any pupil.

Certain visitors may be required to be on site for a prolonged period of time who do not have **DBS clearance**, for example people contracted to undertake maintenance work or undertake cleaning duties. In general, these visitors will be briefed by appropriate staff and will not be left **unsupervised**. If it is expected that they will be working on-site for a sustained period and the work is pre-planned, they will be expected to obtain **DBS clearance** if they do not already have it.

Depending on their task, some contracted ancillary staff will not be required to wear lanyards, due to health & safety reasons.

When a visitor lacks any appropriate identification; if a member of staff, who is on site and available, can vouch for the visitor's identity and is willing to do so, they can indicate in the visitor's book that they have done so.

Any visitor gaining access to the school in this manner will not have any **unsupervised access** to any child, regardless of their status or the purpose of their visit.

Visitors' Departure from School

On departing the school, visitors **MUST** leave via reception and:

Enter their departure time by signing out

Return the lanyard/visitors badge to Reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who has not been invited or known should be **challenged politely** to enquire who they are and their business on the school site.

The procedures under “Visitors to the School” above will then apply.

In the event that the visitor refuses to comply, they should be asked to **leave** the site immediately and the Head of Service should be informed promptly.

The Head of Service will consider the situation and decide if it is necessary to inform the **police**.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure **compliance** with its procedures at all times.

Role of the School Leadership Team & Staff

The School Leadership Team will ensure that all staff understand and implement this policy at all times.

The School Leadership Team will review this **policy every two years** but may also update elements in between each full review.

Any minor breaches will be reviewed with any relevant members of staff via the standard support structures (i.e Agenda Meetings and Supervisions)

The School Leadership Team will review any breaches and determine whether there are **Safeguarding implications**. If there are safeguarding concerns, they will alert the relevant teams as necessary and follow the correct **safeguarding procedures**. A non-conformity may also need to be raised.

Raising Awareness of this Policy

All new staff will be asked to read this policy as part of their **Induction**.

Significant changes that result from a review or a change in legislation/guidelines will be communicated to staff via email and school meetings (i.e. morning meetings, team meetings etc).