



THE LOUGHBOROUGH Schools Foundation

Policy Title: Guidance on Visitors

Version Number: 20200115_Guidance_on_Visitors

Approved By: Chief Operating Officer

Date Approved: 15 January 2020

Date to be Reviewed: January 2022

Point of Contact (Reviewer): HR Manager

Guidance on Visitors

This guidance is intended to help the schools manage visitors in a way that ensures the safety of pupils and adults on the campus. The responsibility for this lies with the Governors, Heads and the Chief Operating Officer (COO).

The Heads and the COO are responsible for implementing this guidance and managing visitors to the schools. The day to day arrangements need to be understood by all staff. All members of staff have a responsibility to ensure that visitors to the schools are properly welcomed and managed safely within the campuses.

All staff should be made aware of this guidance and that it applies to all visitors equally. It should be used in conjunction with the Child Protection and Safeguarding Policy and Health & Safety Policy. Ideally, the relevant Head and SLT should be aware of visitors in advance, the visits should be planned to ensure they run smoothly taking into account the need to safeguard the pupils, the reputation of the schools and the visitor.

There are a number of different types of legitimate visitors to the schools, in each instance, the following guidance should be followed and the necessary action carried out with regard to checks required by HR and the Compliance Manager for H&S Risk Assessments.

Procedure for ALL visitors

- Wherever possible, visits to the schools should be pre-arranged.
- All visitors must report to Reception first and not enter the school via any other entrance.
- Visitors must be asked to sign the visitors' book or equivalent such as an electronic recording system.
- A visitor's badge should be worn and displayed prominently.
- Visitors should be met by an appropriate member of staff and escorted to their destination as well as escorted off the premises at the end of their visit as appropriate.

Type of Visitor

Visiting Speakers

i.e.

Assemblies/Presentations

Action required

Speakers invited by a member of staff or have brief contact with pupils/other staff, i.e. to give a talk or presentation in assembly, should be met and escorted at all times by a member of staff.

The visitor is required to present photo ID and the member of staff should take and retain a photocopy.

Where a speaker is addressing pupils (no matter how big the group), the member of staff responsible for the visit must ensure that the content of the speaker's address meets the requirements of Prevent which precludes the promotion of radical political views in schools. The aim is not to prevent pupils from being exposed to political views or from discussing political issues in school, but pupils should not, however, be actively encouraged by teachers or others to support particular political viewpoints. In addition, where

political issues are discussed, we have a duty to ensure that a 'balanced presentation of opposing views' is given.

Before booking a visiting speaker, the member of staff must, as a minimum, undertake a brief internet search to satisfy him-/herself that there is no history of radicalisation. At this point he/she must seek approval for the speaker from the Deputy Head.

Once approved, the member of staff inviting the visiting speaker must request a briefing by the speaker on the content of the address in advance of the visit (this means at least 24 hours beforehand and may take the form of a phone conversation, or a written abstract or transcript). If in any doubt as to whether there is a risk of failing to meet the school's responsibilities in respect of the standards above, the member of staff must seek the advice of the Head or a Deputy Head before the visitor's address can go ahead.

If a member of staff feels that a speaker's words are promoting partisan ('extremist') views, he or she must step in to halt the address. If a speaker is unwilling to moderate his or her expression, then the address must be brought to a conclusion.

One day workshops

i.e Author or Artist

If the visitor is dealing with groups of pupils and there will always be a Teacher present, then;

- The visitor must present photo ID and the member of staff should take and retain a photocopy.

If the visitor's work requires them to work alone with a pupil on a one/one basis, then;

- The visitor must present photo ID and the member of staff should take and retain a photocopy.
- Member of staff should obtain written confirmation from the visitor's employer/organisation in advance of the visit that they have carried out the appropriate checks eg DBS. Please use the form at Appendix 1 which should be forwarded to the school's DSL for retention.

Practical Demonstrations

i.e. Chemistry demo,
Drama or Sports activity

If the visitor is carrying out a group practical demonstration, there will always be a Teacher present, then;

- The visitor must present photo ID and the member of staff should take and retain a photocopy.
- The member of staff must provide the Compliance Manager with the person's full name and their employer/organisation, a H&S Risk Assessment and Public Liability Insurance document.

Multiple/Regular Visits

i.e. Volunteers,
Coaches; Sports,
Chess Club, Ballet etc.

If the visitor is employed/contracted by a 3rd party, then;

- The member of staff arranging the visits is responsible for obtaining written confirmation from the visitor's employer/organisation **before** the visit(s) that they have been vetted. Please use the form at Appendix 1 which should be forwarded to the school's DSL for checking/retention.
- The visitor must present photo ID and the member of staff should take and retain a photocopy.
- The member of staff must provide the Compliance Manager with a copy of their Public Liability Insurance document, qualifications and a H&S Risk Assessment.

If the individual is a volunteer, or paid by LSF via payroll, or invoice or directly by parents, then;

- The member of staff arranging the visits needs to contact HR, a minimum of 4-weeks **before** the first visit to give HR sufficient time to carry out a range of vetting checks. Please use the form at Appendix 2.
- The member of staff will be required to obtain a signed Authority to Recruit if the individual is to be paid via payroll or invoice. HR can provide further information.
- Under no circumstances can the individual volunteer/work prior to HR confirming that all checks have been completed and they are satisfactory.
- The member of staff should inform the school's DSL of the individual, planned visits and contact details. The DSL will carry out any required safeguarding-related training.
- The member of staff responsible for the individual must inform HR promptly when the visits cease.

Parents

Parents visiting a member of staff or have brief contact with pupils i.e. to discuss their son/daughter's progress should be met and escorted at all times. No further checks will be necessary on these occasions

Parent Helpers

i.e. assisted reading

If the parent helper is dealing with groups of pupils and there will always be a Teacher present, then;

- The visitor must present photo ID and the member of staff should take and retain a photocopy on their first visit.
- It is highly recommended that if this is to be a regular occurrence (once a fortnight or more) than the parent helper should be vetted as a Multiple/Regular Visitor (please see above). Please contact HR for advice.

Nearly New Uniform Shop

Teachers are not present to accompany parent helpers in the nearly new shop, therefore;

i.e. Parent helpers (with no teacher presence)

- In all cases, a range of vetting checks need to be carried out by HR **before** they are permitted to assist in the shop. A minimum of 4-weeks' notice is required to give HR sufficient time to carry out the checks and ensure they are satisfactory.
- HR will inform the school's DSL of the parent helper and contact details. The DSL will carry out any required safeguarding-related training.
- HR should be informed promptly when the parent helper ceases to volunteer.

In all of the examples given above, the member of staff either organising the visit or who is host for the day must ensure that the visitor knows that he/she must use the Staff Toilets only.

If any member of staff requires advice as to what the appropriate checks are for visitors please contact HR without delay.

All staff are required to make themselves aware of this guidance and to follow it. A blatant failure to do so or a member of staff who repeatedly fails to follow the guidance may be subject to disciplinary action.

Training

All staff are required to undertake safeguarding and Prevent training. The term "staff" has a wide definition and includes people paid via payroll, via an invoice or directly by parents.

The member of staff responsible for the individual working at LSF is required to brief them on the training requirements, ensuring they understand the training isn't optional. The cost of the individual carrying out the training needs to be factored in.

A regular visitor who is employed/contracted by a 3rd party may require safeguarding and/or Prevent training dependant on their role and whether it has been carried out by another organisation.

Confirmation of Third Party Checks

An organisation sending individuals to work at a school are required to provide the school with written confirmation that appropriate vetting checks have been undertaken.

Name of organisation			
Name of employee/worker			
Job title of employee/worker			
Date(s) of visit to school			
I confirm that the following vetting checks have been undertaken by the organisation, and considered satisfactory: <ul style="list-style-type: none"> • ID verified • 2 written references obtained • Employment history checked • Medical history checked • Relevant qualifications checked • Right to work in the UK checked • Overseas check obtained (<i>delete if not applicable</i>) • Enhanced DBS check (with barred list information) obtained and checked 			
DBS date		DBS reference no.	
Has the worker/employee been provided with Safeguarding and/or Prevent training? If so, when was this last undertaken.			

Signed: **Print Name:**

Position: **Date:**.....

Please return this form to the designated school/department at least one week prior to the individual visiting the school/department.

Please note that the individual will be required to present photo ID upon arrival.

Appendix 2

Peri Staff/Regular Visitor

Name of supervisor	
Name of school/dept	
Name of person to be vetted	
Mobile no.	
Email address	
Is this person a volunteer?	
If this person is to be paid, how will they receive payment?	
When is the person due to start?	

Please send this completed form to HR a minimum of 4-weeks prior to the individual's start date.