

Policy for School Visitors



Introduction

This document was reviewed in the Autumn Term 2025

This policy will be reviewed in the Autumn term 2027

School Aims

Our Aims:

We want our children to **believe** in themselves, **achieve** and **succeed**

- To ensure all children have access to a broad, balanced and engaging national and locally relevant curriculum that fosters high expectations for all pupils.
- To provide a caring, secure and supportive environment where children can develop respect and belief in themselves, others and their surroundings and feel confident to express their individuality.
- To promote and inspire curiosity, resilience and independence within the children
- To value our community, the richness of other cultures and the world we live in
- To understand and promote the importance of being active and healthy

Prior Park Primary 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 parents and pupils with a broad, balanced and enriched programme. We see the inclusion of visitors' input into the programme 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. These procedures have been carefully designed to ensure the school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

Our school is committed to Safeguarding and maintaining a culture of vigilance.

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 infrequent contact, Disclosure & Barring Service-DBS (formerly CRB) level 3 enhanced checks are not required and permission to undertake this role is at the discretion of Mrs Currans (Head Teacher). However, should such events and trips involve more frequent contact with pupils, a DBS check would be a mandatory requirement. Anyone supporting will be supervised by school staff at

all times.

- 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 Mrs Currans (Head Teacher) 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 and the importance of confidentiality. They will not have unsupervised contact with pupils and will be fully supported by suitably qualified members of staff. Where this support meets the current vetting requirements, volunteers will be required to undertake a full level 3 enhanced DBS check **prior** to commencement of their work in school. Currently this means all volunteers who work for one or more days a week or twice within any one month will be required to complete a DBS check and their details will be held on our Single Central Record (SCR). The SCR is a document which details all adults who have regular contact with the pupils attending the school. Where the time commitment is less than previously stated, the school reserves the right to carry out a DBS or List 99 check. This ensures that no person deemed unsuitable to work with children will have access to the pupils in our school. The cost of the DBS or List 99 check will be met by school.

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. In such cases the vetting is carried out by the applicant's host agency. Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance, together with the student's DBS clearance information, will be provided to the school prior to commencement of their placement. This information will be held on the school's Single Central Record (SCR) which records all our vetting procedures. Where secondary school students seek work experience, a statement of assurance as to their suitability will be obtained from their school. Whilst these measures are strictly adhered to, we do not wish to deter volunteers 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 are required to sign in on school's system. (Note: on departure all visitors are required to enter a time of departure to meet Health & Safety requirements);
- 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 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

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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/sticker;

- In some special circumstances contractors may be required to have DBS verification in place. For example:
 - Where contractors, during on-going building work, will be regularly working in close proximity to play 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, 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. Such contractors are not required to present their employees' DBS certificates due to the risk associated with its potential loss. This is in line with central government guidelines.

Visiting staff

Visiting staff from the Local Authority (LA), Children's Services, Health agencies e.g. CYPS and private companies that have Service Level Agreements with school do not have to comply with the aforementioned vetting procedures if their organisations have issued 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 for two or more days a week or four times within any one month 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. Supply staff agencies will ensure that their staff have an up to date DBS check and that the DBS certificate is brought to school and shown to the office manager or the Head teacher on arrival at the school.

Infrequent visitors

Infrequent visitors such as artists, authors and theatre companies are **fully supervised** at all times and will not be required to submit DBS verification. Again, this is in line with central government guidelines.

Staff who wish to request a visitor to school should submit a completed proposal form and follow the guidance in our Educational Visitor Protocol.