

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 entering school premises other than for the purpose of leaving or collecting children at the beginning or end of the school day.

- All visitors are required to report to the office on arrival. No visitor will be admitted to the school without first making contact with a member of staff.
- All visitors are required to register their presence by completing the Record of Visitors sheet. 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 should be asked to read the *Information for Visitors* kept with the Record of Visitors sheet.
- Regular volunteers and visitors should read or be given the more detailed *Information for parents, visitors and volunteers who help in school or on school outings and trips*.

All visitors will be accompanied by a member of staff (exceptions apply to visitors in Group 1 or Group 2 on the attached *Categories of Visitors* sheet).

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 Record of Visitors sheet - 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.

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 Children 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 taking children with the parent's permission or 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 Principal and staff of the school and will be reviewed annually or before if necessary.

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 and do **not need** a DBS check. Whilst they would not normally need access to children unsupervised they do not require constant supervision.

- 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 2

Any visitors who will have direct contact with children, but do not fall into the above category, **will need a DBS disclosure**. They should not be allowed unsupervised access to children unless the DBS check has been carried out:

- Parents and other volunteers who are working with children unsupervised by a teacher
- Student teachers (we need to check their DBS clearance through their university)
- Agency staff (we need to check their DBS clearance through the agency)
- Peripatetic music or language teacher

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 person with a DBS clearance at all times.
- 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 learning, 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, and who would not be left unsupervised on school premises.
- 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.