



Holland Moor Primary School, Cornbrook, Skelmersdale

# VISITORS' POLICY

**SCHOOL IS COMMITTED TO SAFEGUARDING CHILDREN AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF, VISITORS AND VOLUNTEERS TO SHARE THIS COMMITMENT.**

## **The Purpose of this Policy**

The purpose of this policy is to inform visitors to the school of the procedures, boundaries and guidelines for visitors having legitimate business with Holland Moor School. Generally, visitors will form two distinct groups: those invited into school to work with students and those who are contractors or other groups involved in the maintenance of the school and its premises.

The definition of visitor to apply to this policy is:

*Any person who may have direct contact with students either through working with them or by nature of their duties. Visitors who are, by appointment, meeting only adults [teachers or administrative staff] in school do not come under the terms of this policy as it is a requirement that they shall not be in an unsupervised position. **ALL** visitors must, however, sign in and out via the school office.*

## **The Aim of the Policy**

- To ensure that all visitors have an understanding of the principles and guidelines that should be followed to ensure the safety of the students and themselves.
- To encourage appropriate relationships between visitors and students as appropriate
- To foster positive relationships between the school and the wider community.

## Upon Arrival

- Upon arrival in school, the following procedures will apply:
- Once a visitor has arrived and they are able to confirm their status by producing certifiable documentation [identity badges, written invitations from school for example], the visitor's details will be recorded in the visitors' log.
- **A visitors' badge it to be worn at all times.**
- The visitor will then be introduced to the person authorizing the visitor's presence in school. These people are responsible in ensuring the safety of students and visitors.
- All visitors must sign out at reception when they leave the premises.

## Code of Conduct

- Unless proper CRB checks have been made or confirmed, visitors must **never** be left unsupervised with students. ]Please remember that Child Protection regulations apply to students who are under 18].
- **There must be NO physical contact between visitors and students.**
- When working directly with students, visitors must have due regard and consideration for their well-being and safety. If there is any doubt, the visitor must consult the teacher/site supervisor responsible.
- Visitors should take account of the students' physical, emotional and learning needs as well as their age, gender, background or any other relevant characteristic. If there is any doubt, the visitor must consult the teacher responsible.
- Visitors are in a position of trust and they owe a duty of care to all members of the school community, especially the students.
- Visitors must **never** seek gratification of their own emotional or physical needs in their relationships with students. All contact must be professional, appropriate and justifiable. Any relationships that vie cause for concern to the school may well result in the visitor being required to leave. If these concerns are of a serious nature, the school reserves the right to inform the police or other appropriate agencies.
- There is **NO** acceptable behaviour that has either explicit connotations or innuendo. Any such behaviour will be taken seriously and may, if necessary, require the school to advise the police or other appropriate agencies.

- Under **NO** circumstances should visitors offer to transport students to or from school, or to exchange personal or contact details such as mobile telephone numbers etc.
- Photographs of students must **NOT** be taken. If photographic evidence is needed, the teacher in charge will make the necessary arrangements using the school's existing procedures.
- If a visitor attends school regularly, especially to work with students, full and enhanced clearances will be needed. [Regularly = weekly or more frequently for more than 4 weeks].

### **Evacuation Procedures**

If the alarm sounds, all visitors must leave the premises by the most convenient route and walk to the nearest playground.

This policy will be reviewed if circumstances require it.

## **SAFEGUARDING CHILDREN**

The school has a legal duty to safeguard its students and, as an adult working in school either in a paid or voluntary capacity, or as a visitor using the school's facilities, you have a responsibility to ensure that all reasonable steps are taken to ensure that the students and you are safe. In order to do this, the school strongly advises that you:

- Do not touch a student unless their safety demands an intervention. If this is the case, notify the school's designated teacher, or a member of the school's management team without delay. A brief written report should follow as soon as possible.
- Do not place yourselves in a position where you could be vulnerable in terms of allegations. This is particularly important in areas where children may be changing, toilet areas etc. In these cases, you must not be alone.
- Take very care to ensure that the tasks that you are leading, supervising, coaching etc. are safe and appropriate for the age, gender and expertise of the students. If there are specific guidelines, they must be followed. If in doubt, check.
- Avoid confrontations – these can be easily misconstrued. If there are any problems in this area, report it to a member of staff as soon as possible.
- Unless a prior and proper agreement has been made with a student's parents, do not offer lifts home etc. You will also need to make sure that your own insurance covers this eventuality.
- The overriding principle is that we must do everything that is reasonable to ensure the safety of our students and yourself.

The school's designated senior teacher for safeguarding children is Mr M Beale. In his absence or unavailability – Mrs N Holland.

During your time in school you may notice changes in appearance, behaviour, attitudes, relationships in a young person or something that is said which gives you cause for concern. This may be minor, but please let the school know without delay – the one snippet of information may be vital.

It is also possible that a child discloses something or you become aware of something that makes you think that a student may be at risk. If a student discloses anything to you, you must follow the steps given overleaf:-

- Never let the child think that you can keep information confidential – you cannot.
- Remain calm, reassuring and supportive.
- Listen carefully and quietly to what you are being told – NEVER press for evidence or ‘cross-examine’ the child, or ask questions.
- Write down accurately what you have been told as soon as possible, using the child’s words wherever possible.
- Assure the child that, by reporting the concern, that that you are acting in their best interests – they may need help and we may be able to provide that help.
- If the child then refuses to continue the conversation, alert the school anyway.

After being told of possible risk, or you have a genuine concern about the safety of a student:

Inform the designated teacher or a member of the school’s management team as soon as possible.

You may be asked to write a report which must include:

- The information that the child has disclosed – use the child’s words as accurately as you can and don’t add your thoughts, opinions.
- If you have been shown injuries, make a careful note of any marks, their nature and location together with any explanation that may have been given – use a body map if needed.
- The actions you have taken so far
- The time and date of the disclosure
- Your signature.

Give this report to the designated teacher without delay. Once this is done, your obligations have been completed.

If a child makes any allegation of abuse against an adult in the school, inform the headteacher without delay.

The Children Act 2004 defines a child as being up to 18 years so these guidelines will apply to almost all of the school’s population.

The duty to safeguard children is a shared responsibility. As an adult working, visiting or helping in Holland Moor School, you are part of a group of adults charged with trying to ensure that our students are as safe as possible.



**Holland Moor  
Primary School**

This policy was last  
reviewed in August 2019.

*M Beale*