

EXTERNAL VISITORS TO THE COLLEGE

WHY DO WE HAVE THIS POLICY?

Notre Dame Catholic College is committed at all times to the highest standards in protecting and safeguarding the welfare of all staff and pupils entrusted to its care. The school recognises the importance and value that can be gained from allowing those not employed directly by the school to provide additional services eg guest speakers, contractors etc. Such persons are expected to comply with all safeguarding and vetting procedures and any other policies and procedures as deemed appropriate by the Headteacher/Governors.

In this policy, a visitor is any person who is providing services for the school or working with our pupils, who is not an employee.

PURPOSES:

- ❖ To ensure that appropriate safeguarding procedures are in place and adhered to by all visitors, including contractors, working with our pupils or on our premises.
- ❖ The policy sets out the procedures to be followed when inviting any visitors to the school to work with our pupils.

HOW DOES THE SCHOOL RESPOND?

The procedures that follow outline what is expected of visitors and contractors to the school and those who invite them to the school or commission their services.

Prior to the visit:

- ❖ Ensure you have your Line Manager's approval and that your visitors are aware and compliant with our DBS requirements.
- ❖ The Headteacher is made aware of whom you are inviting to the School and the purpose of the visit. You should give this information to the Headteacher's PA and the Office Manager. **The Office Manager will advise Reception and Site Staff of the intended visit.**
- ❖ If the visitor is not working directly with pupils, it will not always be necessary for them to have DBS clearance. This is the case with contractors who do not need to have DBS clearance but must be escorted on and off site by relevant personnel, and supervised during the course of their business on the school site. In all such cases they must be supervised at all times by a member of staff who holds a fully enhanced

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DBS. You must inform the Safeguarding Officer or in the case of contractors, the Business Manager.

- ❖ It is advised that you secure recommendations or references for all visitors or contractors.
- ❖ If there are any costs incurred for the services provided by the visitor or contractor, you must ensure that this has prior budgetary approval and the payment methods are in accordance with the current school financial procedures. If you are unsure, please seek clarification from the Business Manager prior to the event.
- ❖ If appropriate, meet with the visitors to discuss/plan the visit to ensure the appropriateness of their activities and materials.
- ❖ Details of DBS check must be sent to the Clerk to the Governors.

On the day of the visit

On arrival, all visitors must report to Reception and sign the Visitors' Book.

All visitors should be asked to provide photo ID on their first visit to the school, and where applicable evidence of DBS clearance. The school receptionist will note the details and keep a record on file.

In the case of regular visitors this information must be passed to the clerk to the governing body, to be held on the Single Central Record which is securely kept and maintained by the Clerk to the Governing Body.

If the visitor is a contractor a member of the premises team must be contacted for them to ensure that the Contractors Code of Conduct is completed by the visiting contractor, a copy of which will be retained by the school.

All visitors will be issued with the School's Safeguarding leaflet and will be issued with a School Visitor's Badge that must be worn at all times whilst on school premises. The identity of any persons who are not wearing a school badge must be challenged.

When receiving visitors to the school, staff are required to greet them and escort them from reception to their ultimate destination. The supervision requirements outlined above must be adhered to and at the end of the activity, the visitors must be escorted back to Reception where they must return the visitor's badge and sign out.

The visitor or contractor should be made aware that the school staff are responsible for maintaining discipline and enforcing the school Code of Conduct.

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Conclusion:

The External Visitors' Policy will be reviewed annually and developed with reference to feedback from members of staff who have invited guest speakers into school.

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