



Kings' School

# Visitors working with Pupils Policy

Policy Reviewed by:	JCK	September 2022
Approved by:	Resources Committee	November 2022
Approved by:	FGB	December 2022
To be Reviewed	3 Yearly	October 2025

## Visitors working with Pupils Policy

### 1. Rationale

- 1.1 Kings' School welcomes visitors who are here for a wide variety of purposes. They may be here for meetings, tours, maintenance or to work with pupils.
- 1.2 Throughout the school year, there are numerous occasions when it is beneficial for pupils to have the opportunity to work in school with adults other than those who are members of the school staff. These might include, for example, specialist sports coaches, representatives of local healthcare organisations, and representatives of charitable organisations.

### 2. Aims

- 2.1 To ensure that pupils are not at risk from visitors to the school site.
- 2.2 To ensure that pupils have safe, appropriate access at school to the expertise of adults other than Kings' School staff who can contribute positively to their education.
- 2.3 To ensure that visitors to the school who work with our pupils have awareness of the school's expectations of them.

### Procedures for Visitors working with Pupils

#### 3. Before a visit

- 3.1 Any visitor working with our pupils at school must be approved / risk assessed by the Headteacher/Senior Leadership Team (SLT) via the form at the end of this policy.
- 3.2 The staff host must satisfy themselves that the visitor is a suitable person to have contact with our pupils and will seek approval from SLT for this to happen prior to the visit(s).
- 3.3 Prospective visitors who may be working with our pupils should be met by their staff host, a nominated member of Kings' School staff, prior to having any contact with pupils. They must provide photographic evidence of their identity and complete all the necessary checks (agreed with SLT) from those listed below. Once these things have happened, on arrival at Kings', the staff host will ensure that they are issued with their visitor badge and the visitors' leaflet covering Health and Safety and Safeguarding. The visitor must satisfy, and comply with, the expectations outlined in the leaflet and this policy and sign to confirm that they will agree to do so. The staff host should check whether any specific arrangements need to be in place to support their visit, e.g. specific access or evacuation arrangements.
- 3.4 The staff host will make it clear to the visitor what the exact conditions/expectations of their engagement with our pupils at school will be.
- 3.5 Visitors who are working with pupils in lessons / extra-curricular clubs / assemblies etc. but who are to be kept, at all times, under the supervision of the hosting member of staff should provide photo evidence of their identity. They should also provide a CV including the names of two referees (unless otherwise agreed by SLT) and they must agree to comply with our Visitors' Health and Safety and Safeguarding leaflet that is provided for all to read.

References should be checked by the hosting member of staff and shared with SLT prior to the visit(s).

- 3.6 Where visitors remain under supervision at all times but **regularly** attend Kings' School, the hosting member of staff should speak to their SLT Line Manager about the completion of a DBS check for Volunteers for the visitor. When regular visits are being undertaken, the visitor **MUST** be issued with a Staff Code of Conduct and all other Kings' School Safeguarding documents. They must agree to comply with all Kings' School Safeguarding protocols and this must be recorded.
- 3.7 Visitors working with our pupils in lessons / extra-curricular clubs / assemblies etc, and who are not under the direct supervision of a member of staff at all times (ie who are in regulated activity), must be subject to the same safeguarding checks as members of staff at Kings' School. They must undertake a DBS check at the appropriate level and be issued with a Staff Code of Conduct and all other Kings' School Safeguarding documents. Kings' School Safeguarding protocols must be discussed by the DSL / DDSL and the visitor prior to their engagement with pupils. **UNDER NO CIRCUMSTANCES MAY ANY ADULT HAVE UNSUPERVISED CONTACT WITH PUPILS WITHOUT THESE THINGS HAPPENING.**
- 3.8 When visitors are presenting to pupils, the hosting member of staff must agree the topics that will be spoken about and check the materials that will be used in advance of the visit(s).
- 3.9 If representatives of external agencies (e.g. Educational Psychology, CAHMS) are working with pupils in school, they must provide photo identification on arrival. Confirmation must be obtained from the employer that the organisation has carried out appropriate checks (e.g. DBS) and that it has its own rigorous safeguarding protocols.
- 3.10 Any visitor to Kings' School who works with our pupils, will be expected to work to our own school safeguarding standards.
- 3.11 If a visitor is to be paid, then his/her name will need to be added to the school's payroll and a personnel number created. A HCC application form will also need to be completed. Payment must be authorised by the Headteacher/Senior Finance Officer prior to employment.

#### **4. During a visit**

- 4.1 During the visitors' work with our pupils, members of Kings' School Staff will monitor the success of their engagement, so that information may be passed to Heads of Subject, SLT etc on request.
- 4.2 All visitors must sign in and out at Reception and wear a Kings' School visitors' badge and, if possible, a badge provided by the organisation they represent at all times whilst on School Site.
- 4.3 Visitors must also be made aware of all relevant health and safety and safeguarding procedures by staff host / Reception including where to report in the event of an emergency evacuation of the school. These must be followed at all times.
- 4.4 Visitors must not ask pupils for personal data eg names, addresses, email addresses etc without specific permission from the Headteacher or the Data Protection Officer.

## **5. Contractors**

- 5.1 As a standard, HCC approved maintenance contractors should always arrive with photo ID in the form of a company ID card and will be DBS checked in accordance with the rules set by the DBS service and Keeping Children Safe in Education. This means that the majority of contractors who attend the site will be Enhanced DBS checked, but there will be some trades, for example scaffolders, who do not meet the requirements for requiring a DBS check and HCC are not legally allowed to get them checked. These operatives though should not come into contact with children in undertaking their works and the Site Manager will ensure that measures are put in place (erecting an exclusion zone around scaffolding, for example). The SBM and Site Manager will ensure that all contractors are risk-assessed in accordance with policy, based on the potential access to premises required.
- 5.2 At all times when a non-DBS contractor requires access to an area that will put them in contact with pupils, the SBM and/or Site Manager will ensure those individuals are always escorted.
- 5.3 If there is any doubt concerning contractors, the SBM and Site Manager will consult HCC Childrens' Services Department LADO.

# Kings' School

## Visitor Approval Form

Request for a visitor to work with pupils / be a guest speaker in school.

<b>Name of Visitor / Speaker</b>	
<b>Organisation / Affiliation</b>	
<b>Dates in School</b>	
<b>Overview of Topic / Content (with confirmation of checks of this)</b>	
<b>Audience/Year Groups</b>	

- **I understand that the visitor / guest speaker needs to follow the Visitors' Policy and**
- **remain under staff supervision during the visit, in the session/lecture / workshop (unless conditions in 3.7 above have been satisfied).**

<p><b>What control measures have been put in place?</b></p> <p>Please tick from the list in the right hand column. <b>All</b> checks are essential for visitors working unsupervised by Kings' Staff.</p> <p>SLT will advise re checks for supervised contact.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Photo ID</li> <li><input type="checkbox"/> DBS checks by school</li> <li><input type="checkbox"/> Confirmation of safeguarding arrangements of employer (where appropriate)</li> <li><input type="checkbox"/> Kings' Safeguarding training undertaken and agreement to comply with key policies (provided to visitor)</li> <li><input type="checkbox"/> CV and References (checked)</li> <li><input type="checkbox"/> Internet search</li> </ul>
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<b>Name of staff requesting visit / speaker</b>	
<b>Authorising Line Manager</b>	
<b>Final Headteacher approved</b>	
<b>Date approved</b>	

