



ST. PAULS CHURCH OF ENGLAND PRIMARY SCHOOL
Hollin Lane, Rawtenstall, Lancashire, BB4 8HT
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Positive Protocol for Visitors to St Paul's CE Primary School

Aim of the Protocol

In order for our children to receive the best possible education, St Paul's CE Primary School believes it is important to work closely with parents, carers, members of the local community and with specialist agencies.

At the same time, our most fundamental duty is to protect the safety and welfare of our pupils, and **we aim to ensure that our children can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.** This protocol is one of the policies and procedures that we have in place to effectively manage the risks presented to children by adults.

St Paul's CE Primary School firmly believes that adults can pose a risk to children without having one to one contact with them. Examples range from situations where children see adults in school as "safe and trustworthy" and go on to meet them out of school, or those where visitors in vehicles disregard site restrictions or road signs and endanger the safety of our pupils.

Where and to Whom the Protocol Applies

St Paul's CE Primary School is deemed to have control and responsibility for its pupils anywhere on the school site, during normal hours, during after school activities and on school organised (and supervised) off site activities.

Schools are not open places to which any member of the public is entitled right of access. We must satisfy ourselves that all visitors - no matter who they are - pose no risk to children. Pupils, staff (teaching and non-teaching), governors, parents, carers, education personnel (advisors, inspectors), building and maintenance contractors, and friends of St Paul's do not have unrestricted right of access to the school, but in light of their employment or connection with St Paul's will be expected to have identification and follow safeguarding procedures managed by the school.

Entering the School Grounds

- A notice will be posted at the two main entrances to our school premises, which clarifies the terms on which people may enter. While being welcoming, the notice will indicate that visitors must present themselves at reception situated at our main entrance, and that any visitor will be admitted to the school building only after they have made contact with a member of staff.
- In order to protect our pupils, all school gates for pedestrians or cars leading onto the premises from public areas eg roads or footpaths should be closed at all times. Visitors should close the gate after themselves, even if they find it open when they arrive.
- The circular one way road system around the school site is designed to reduce congestion and make it safer for children as they travel to and from school or if they are outdoors. It is important that visitors obey the road signs -particularly during busy drop off and pick up times.
- All visitors must park in bays clearly marked for their use or in disabled parking if they display a disability badge. The staff car park is for staff only.
- During school hours, the gates to the student playgrounds are locked for pupils' added protection. If visitors have parked a car, to enter the school they will need to exit through the gates they have driven through, turn right, walk along the public footpath, and turn right through the gate that leads you down to the main entrance and reception. **All visitors must report to reception.**
- There will be occasions when some areas of the site are off limits eg if large numbers of children are participating in outdoor activities such as a fun run. Whilst we apologise for any inconvenience, visitors must comply with any such restrictions as they are in place to ensure the safety of our children.

All External Visitors to School

St Paul's staff is required to be familiar with the school's Safeguarding Child Protection Policy in relation to preventing unsuitable people from working with children and young persons in the education service.

Protocol and Procedures for All Invited Visitors

- Before a visitor is invited to the school, the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come to school. Appointments should be made at least 24 hours before the meeting.

- When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
 - All visitors must report to reception first - They must not enter the school via any other entrance.
 - At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification eg driving licence, passport.
 - If a visitor is to be working unsupervised with a pupil, a copy of the DBS is required. For clarification, see the section on DBS below.
 - All visitors will be asked to sign the visitors book which is kept in reception at all times.
 - All visitors will be required to wear an identification badge.
 - Visitors from Children's Services, Lancashire Council and other specified agencies should wear their identity badge on all visits. There are safe recruitment procedures in place for vetting these staff.
 - Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
 - On departing the school, visitors should leave via reception and enter their departure time in the visitors' book.

Unknown/Uninvited Visitors to School

- Any visitor to the school site who is not wearing an identification badge should be challenged politely to enquire who they are and why they are there.
- They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The procedures for invited visitors then apply.
- In the event that the visitor refuses to comply, then should be asked to leave the site immediately, and the Headteacher or member of the Senior Leadership Team should be informed promptly.
- The Headteacher will consider the situation and decide if it is necessary to inform the police.
- If the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

DBS Checks

With regards to DBS and employment checks, we adopt the same approach as required by Ofsted. Please follow these links for further details:

<http://ofsted.gov.uk/schools/for-schools/safeguarding-children>

<http://www.education.gov.uk>

- Any visitors that will have contact with children but are not visitors from Children's Services, Lancashire Council or other specified agencies should carry and will be asked for an enhanced DBS check.
- Supply agencies must obtain an enhanced DBS check in respect of all supply teachers before they place them in our school. Our Headteacher will ask the supply teacher to produce their copy of the enhanced disclosure.
- Occasional, or rare visitors eg grandparent to talk about career, plumber to repair leak, that do not have the necessary checks will be accompanied at all times.

Examples of people who do not need a DBS disclosure are:

- Visitors who have business with the Headteacher or other staff or who have brief contact with children in the presence of a member of staff
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment, and who would not be left unsupervised with children on school premises
- Volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events eg sports day, school fete
- Secondary pupils on key stage 4 work experience in other schools; secondary pupils undertaking work in the school as part of voluntary studies; or key stage 5 or sixth form pupils in connection with a short careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question.
- People who are on site before or after school or college hours and when children are not present eg local groups who hire premises for community or leisure activities, cleaners who only come in before children arrive or after children have gone home.

Dissemination

This policy is publicised to everyone in the school community through the school newsletter and website. Copies will also be readily available in reception.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed throughout the visit and a decision made as to whether they may be asked to visit the school in future.

Moving Forward Together

St Paul's CE Primary School values partnerships and collaborative working, and we hope that all visitors feel welcome at the school. We understand that on rare occasions, visitors may be disappointed by outcomes or experiences. If this is the case, please take the time to contact the school and share your views with us. It really will make a difference!