



Care, Courtesy
& Commitment

Visitors' Policy

September 2022

Signed (Chair of Governors): Mr K Landrum

Dated: 03.10.22

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Visitors' Policy:

1. Introduction

Visitors are welcome to Sacred Heart Catholic- Primary School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated, however, careful consideration should be given to the suitability of any external organisations. It is the Headteacher and Governing Body's responsibility to ensure that the safety and welfare of the pupils and adults on site is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Sacred Heart Catholic Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors and parents and conform to child protection guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

2. Guidance and Responsibilities

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing the protocol for visitors to their school. The day-to-day arrangements need to be understood and implemented by all staff. All staff have a responsibility to ensure that visitors to Sacred Heart Catholic Primary School are welcomed and managed safely within school and that this policy applies to all visitors equally.

3. Types of Visitors

There are a number of different types of legitimate visitors to school and this policy applies to all visitors invited into Sacred Heart Catholic Primary School:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day in connection with children, who have a professional role (including social workers, Child Educational Psychologists, SEND Officers, health related professionals etc.)
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- Visitors who attend the school in connection with the building, grounds or equipment (including builders, contractors, maintenance staff, IT workers etc.)
- Other legitimate visitors (including parents, parent helpers, school governors etc.)

4. Procedures for visitors

The following procedures should be followed by visitors:

- Wherever possible, visits to schools should be pre-arranged and the relevant personnel made aware
- All visitors must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, such as through a pupil entrance at the beginning/end of a school day), they should be escorted by a member of staff to the reception area
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification such as a photo ID card issued by their employment. All Wirral Council staff should show their photo ID card (if there are any concerns in relation to the validity of this identification, school staff should seek to confirm this with the employing agency)
- Visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's Safeguarding protocols, which are displayed in this area (Appendix A) and to look at the school's Visitor Information Leaflet (Appendix B)
- Visitors who routinely visit school, such as SALT, will be given a visitor lanyard with their photograph on; a visitor's sticker should be worn and displayed prominently by all other visitors
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role (for example, a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record.
- If visitors find they are alone with pupils/children, they should report to a member of staff or reception.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor lanyard/sticker and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

NB. Where a parent is visiting school to meet with a member or staff (eg a 1:1 meeting or parent workshop) or to attend a school performance (eg an assembly or production), they will not need to sign in using the electronic system and they will not be issued a badge/lanyard. A list (usually using Google Forms) will be generated by office staff. Parents will be escorted through the building by a member of staff.

5. Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitors' electronic recording system and be issued with an identity sticker. Failure to comply will result in them being asked to leave the site and the Headteacher or other senior person informed. In extreme circumstances, or if the person refuses to leave, the police should be called.

6. Categories of Visitors

6a. Wirral Council staff

Wirral Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations.

Staff will request to see identification from visitors to confirm that they do work for Wirral Council. All Wirral Council staff visiting schools carry photo identification.

6b. Staff from NHS Trusts

All staff who routinely visit schools from NHS Trusts, including school nurses, CAMHS staff, designated health professionals etc are all subject to safer recruitment and enhanced DBS checks by the employing Trust. All health staff carry ID cards (which can be verified with the employing trusts).

6c. Ofsted

The same requirement as in 6a applies. If schools have 'written notification' from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

All approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved inspectors at:

<https://www.gov.uk/government/publications/ofsted-inspectors-list>

Schools can regard this list as constituting 'written notification' that Ofsted staff have been subject to relevant checks. All Ofsted inspectors carry official identification which should be shown (or asked for if not) before inspectors enter the school building.

6d. CAFCASS

All Family Court Advisers who may visit children and young people in schools, colleges or at other sites are DBS checked and registered with Social Work England. Staff all carry ID and schools can be assured that all necessary checks have been completed.

6e. Staff from other agencies (eg supply teachers)

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children. On arrival, the agency staff details will be checked against the information provided. This will be stored on the Single Central Record.

6f. Contractors

For building or maintenance contractors, schools will establish a formal agreement regarding access to specific areas of the building. For many building projects, physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have a DBS. Contractors should sign in and be issued with a visitors' sticker. If the contractor is working in an area of the school where students are present, they will be accompanied by the Site Manager, or another member of staff.

6g. Trainee teachers

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

6h. Governors

Governors should follow the same procedures as other visitors when coming in to school. All Governors are DBS checked.

6i. Parents and relatives

Keeping Children Safe in Education (2022) says that schools should not request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. In these circumstances, headteachers should use their professional judgment about the need to escort or supervise visitors.

7. Raising awareness of visitor safety with children

Staff and students will be reminded on a regular basis that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff.

8. Concerns related to a visitor

Staff and students will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding (DSL).

Any issues regarding the suitability of visitors to the school should be noted by the DSL and promptly brought to the attention of the Headteacher. If the behaviour of a visitor causes safeguarding concerns, the designated person for safeguarding should contact Wirral Council's LADO, Pamela Cope, for advice.

9. Related Policies

This policy should be read in conjunction with the following policy:

- Safeguarding Policy 2022

10. Monitoring and Evaluation

Like all safeguarding policies, the implementation and effectiveness of this guidance will be monitored and evaluated annually in conjunction with guidance from Wirral Safeguarding Children Partnership.

Sacred Heart Catholic Primary School

Safeguarding Information



Care, Courtesy
& Commitment

*'Safeguarding is everyone's
responsibility'*

September 2022

The Designated Safeguarding Lead at Sacred Heart Catholic Primary School is Mrs Jo Mullin.

In her absence please inform the Head Teacher Mrs Margaret Jackson, Mrs Marie Grealis (Deputy Headteacher) or Miss Annie Buxton-Cook (EYFS Lead) of any Safeguarding concerns. The Safeguarding Governor is Mr Karl Landrum.



Mrs Mullin



Mrs Jackson



Mrs Grealis



Miss Buxton-Cook

The LADO in Wirral is Pamela Cope. She can be contacted by emailing: safeguardingunit@wirral.gov.uk

More information about Wirral's Safeguarding procedures can be found on this website:

<https://www.wirralsafeguarding.co.uk/>

At Sacred Heart we fully recognise how important it is to ensure the children in our care are safe. Our school is committed to safeguarding children and aims to create a culture of vigilance.

The main types of abuse that may be identified are:

Physical Abuse

Is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent

or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

Sexual Abuse

May involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Some Other Serious Safeguarding Concerns:

Child on Child Abuse

This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery);
- and

- initiation/hazing type violence and rituals.

FGM

A girl at immediate risk of Female Genital Mutilation might talk about being taken 'home' to visit family, a special occasion to 'become a woman'. A girl or young woman who has had FGM may have difficulty walking, sitting or standing. They may spend longer than normal in the bathroom or toilet. They may also have unusual behaviour after an absence from school. Staff must personally report to the police cases where they discover that an act of FGM appears to have been carried out.

Radicalisation

Early signs of radicalisation may include, glorifying violence, especially to other faiths or cultures, secretive behaviour, sharing extremist messages or social profiles, intolerance of difference, including faith, culture, gender, race or sexuality, verbalising anti-Western or anti-British views.

Child Exploitation

CE often occurs without the victim being aware that they are being exploited and involves young people being encouraged, cajoled or threatened to carry out crime for the benefit of others. In return they are offered friendship or peer acceptance, but also cigarettes, drugs (especially cannabis), alcohol or even food and accommodation.

This is not an exhaustive list. **Please read the full Safeguarding Policy and Appendices on the staff shared area.** (Folder: Statutory Safeguarding Docs to Read)

(Reference to Keeping Children Safe in Education 2022)

Dealing with Disclosures

If you suspect any forms of abuse it is important to follow the school procedures.

Inform the designated teacher for child protection as soon as possible

At this point you will be advised on what to do next. It is important that you keep a record of any concerns you have regarding a child. You will be asked to provide a written overview of your concerns. This will be on the schools internal safeguarding concern/incident record system - CPOMS. Any referrals to into the Integrated Front Door will be made by the designated teacher.

If a child discloses information to you it is important that you handle it in the correct way:

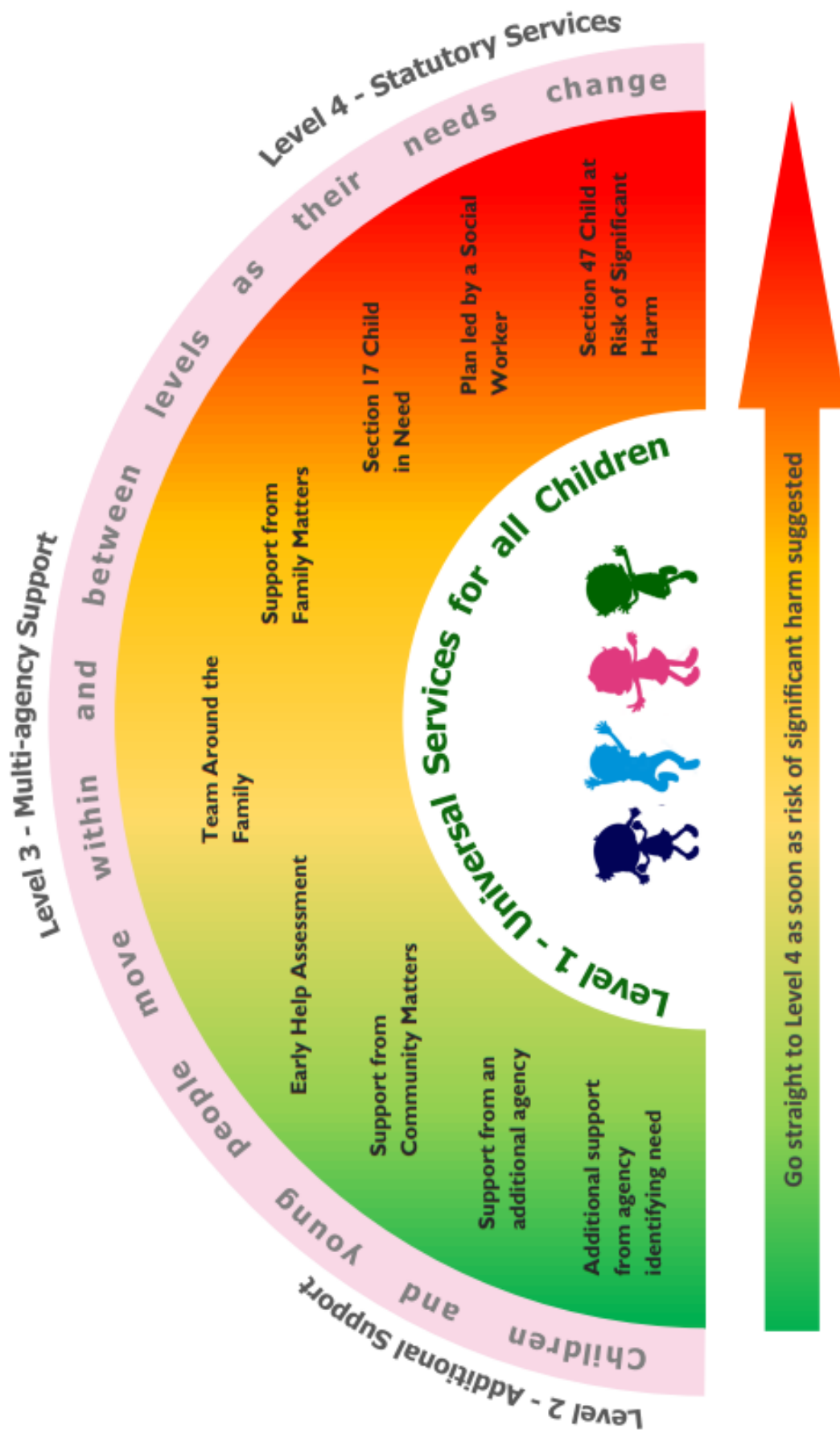
Receive - Listen actively, open body language, accept, non-judgmental. Use TED (tell, explain, describe)

Reassure - 'You've done the right thing by coming to me', Reassure child that you have listened and hear what they are saying; don't promise what can't be delivered

Respond - Tell what you are going to do and do it. Ensure child is ok before leaving

Report - As soon as possible, to the Designated Senior Lead (DSL) in school

Record - Vital – facts, no opinions – When? Where? Who? What?



Appendix B



Sacred Heart Catholic Primary School
Danger Lane
Moreton
Wirral
CH46 8UG
Tel: 0151 677 1091
schooloffice@sacredheart.wirral.sch.uk
www.sacredheartmoreton.co.uk

Visitor Information Leaflet

Please report any Child Protection or Health and Safety concerns to the Headteacher/Safeguarding Officers immediately in accordance with the Safeguarding Information Leaflet.

Smoking is not permitted on any part of the school premises.

The use of mobile phones/social media is strictly prohibited on any part of the school premises.

Please remember to sign out and hand your visitors lanyard to a member of staff in the main office before leaving the premises, even if you are due to return to the school again.

FIRE

- If you hear the fire alarm sounding (this will be a loud siren with the following message – **in the event of safety please evacuate immediately**) informing you to evacuate the building) please make your way out of the building immediately following the green FIRE EXIT signs.
- Please report to a member of staff on the school playground.
- DO NOT return to collect any belongings.
- Please make someone aware should you require physical assistance in exiting the building.
- DO NOT enter the building again unless you are informed by a senior member of staff that it is safe to do so.

ACCIDENTS/ILLNESS

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your way to the office, please inform any member of staff about your situation. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.