

Protocol for visitors to schools

Effective schools work closely with parents, other members of the local community and with other agencies.

At the same time, a school's most fundamental duty is to protect the safety and welfare of their pupils. This requires that it establish effective policies and procedures for managing the risks presented by adults to children. Part of the management of these risks is to make sure that the school is aware of the checks made on visitors before they enter the school.

Schools are not open places to which any member of the public is entitled to right of access. The school must satisfy themselves that all visitors, no matter who they are, pose no risk to children. Pupils, staff, governors and parents do not have unrestricted right of access to the school but in light of their employment or connection with the school will have identification and follow safeguarding procedures managed by the school. Notices should be posted at the entrances to the school premises, which clarify the terms on which people may enter. While being welcoming the notice should indicate that visitors should present themselves at a specified reception point, with a route indicated if necessary. Any visitor will be admitted to the school building only after they have made contact with a member of staff. All visitors to the school will need to register their presence (sign in / out book) and wear a badge to show that they are an official visitor. Visitors from Children's Services, Medway Council¹ and agencies listed in Appendix 1 should wear their identity badge on all visits. There are safe recruitment procedures in place for vetting these staff

¹ Safer recruitment & vetting of staff & others working with children and vulnerable adults. Policy and Procedure. Medway Council Human Resources

Any visitors that will have contact with children but do not fall into the above category should carry and be asked for an enhanced CRB check. These are listed in Appendix 2. The contract with Chartwell requires all personnel to be enhanced CRB checked by themselves prior to employment. Medway Council is responsible for ensuring personnel placed by them within schools all have completed enhanced CRB checks and that these are renewed within required timescales. Supply agencies must obtain an enhanced CRB check in respect of all supply teachers before they place them in a school. Head teachers should obtain confirmation from the supply agency that all safer recruitment and vetting procedures have been undertaken and no concerns have been identified prior to the supply teacher commencing work. Head Teachers should consult the Human Resources section of Medway Council whenever there is doubt about the background of supply or temporary staff in the school. Occasional, or rare visitors (e.g. Grandparent to talk about life in the war, plumber to repair leak) that do not have the necessary checks must be accompanied at all times.

Remember that adults do not have to have one-to-one contact with children in school to pose a risk. Children may see adults in school as 'safe and trustworthy' and could meet them out of school, where abuse might take place.

Reviewed and revised by: Jo Cook, Education Safeguarding Coordinator.
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Appendix 1

Connexions advisors, Primary Care Trust professionals, Health Visitors, School Nurses, Speech and Language Therapists.

Medway Acute Trust, Pediatricians, Pediatric nurses

Mentors via Excellence Cluster

Place 2 Be Counsellors

Visitors from Child and Adolescent Mental Health service

Appendix 2

Visitors employed on contracts via procurement at Medway Council will have been required to have enhanced Criminal Record Checks these include; Corporate School Cleaning, Corporate Window Cleaning, Grounds Maintenance, Housing maintenance, Playground maintenance. Contractors (this should be in place for any contract set out by schools or accepted i.e. in any tender documents) directly employed by the school. Students on long-term placements at the school.