



## **Oxenhope Church of England Primary School**

### **Visitors and Contractors**

#### **Policy**

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

- ☑ Safeguarding & Child Protection Policy
- ☑ Keeping Children Safe in Education (Sept. 2018)
- ☑ Working Together to Safeguard Children (DfE)

#### **Aim**

To safeguard all children during school opening hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure that children at Oxenhope Church of England Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

#### **Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all the staff, governors, visitors and families and conforms to child protection guidelines as set by the DfE.

Oxenhope Church of England Primary School is deemed to have control and responsibility for its children anywhere on the school site, during normal hours, during after school activities and on school organised (and supervised) off site activities. The policy applies to:

- ☑ All teaching and non-teaching staff employed by the school
- ☑ All external visitors entering the school site during the school day or for after-school activities (including peripatetic tutors, sports coaches, journalists, topic-related visitors etc.)
- ☑ All governors of the school
- ☑ All families
- ☑ All children
- ☑ Education personnel (Advisors, inspectors etc)
- ☑ Members of the parish

☒ Building and Maintenance contractors

☒ Volunteers

### **External Visitors to School**

Staff are required to be familiar with the school's Safeguarding Policy in relation to preventing unsuitable people from working with children and young persons in the education service. This policy applies to all visitors invited to the school by a member of staff.

#### Protocol and Procedures

a) Before a visitor is invited to the school the Senior Leadership Team (SLT) 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 SLT before a visitor is asked to come to school and information must be entered into the school diary.

b) 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 the school office on arrival and must not enter the school via any other entrance.

☒ At the school office, all visitors must state the purpose of their visit and who has invited them. They should be prepared to produce formal identification.

☒ All visitors will be asked to sign the Visitors Book at the school office.

☒ Contractors will be required to sign the Visitors book Contractors Log.

☒ Visitors will be required to wear a Visitor Badge at all times (Yellow for if no DBS has been seen by the office staff and Orange if the DBS has been seen by the office staff)

☒ The following information will be shared with visitors via the information sheet – APPENDIX 1:

### **Safeguarding Children**

**If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main school office as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.**

**SIGNING IN** – All visitors to the School must sign in and receive a badge from the School Office. Please make sure the badge is visible at all times.

**CLASSROOMS** - Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

**FIRE SAFETY** - A fire bell test takes place each week. A notice located on the internal door will inform you if it is to happen on that day.

If the fire bell rings at any other time, please evacuate the building by the nearest fire exit and report to the large rear playground for a roll call.

Please leave any belongings behind. Only return to the building once you are instructed to do so by the Fire Safety Coordinator. If you would require assistance in an evacuation, please notify reception when signing in.

**SAFEGUARDING & SECURITY** – Please close all doors securely behind you. Do not allow anyone into the building unless they have a staff id badge/visitor badge. If they do not have a badge, please direct them round the outside of the building so they may report to reception to obtain a badge.

**CAR PARKING** – Please ensure you park in marked bays only. Failure to do so may cause problems for other users. The school accepts no responsibility for any loss or damage to visitors' property or vehicles

**HEALTH & SAFETY** – Health and safety is every ones responsibility. If you see a hazard during your visit, please report it immediately to the academy office for prompt attention.

**ACCIDENTS** - Any illness, injury or accident must be reported to the school office.

**SMOKING** - It is against the law to smoke on school premises.

**PERSONAL BELONGINGS** – You are responsible for your own personal belongings during your visit.

**ILLNESS** – If you fall ill please advise a member of staff who will call for a First Aider to attend to you.

**PHONES** – Mobile phones may **not** be used in the School. Please switch off your phone or place on silent before you enter the main part of the School.

**LUNCH** – If you will be in the School during lunchtime and require a school lunch, please place your order from the catering kitchen before 10:00am. Adult meals cost £2.80 which is payable in advance.

Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to the school office 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 school office and will sign out via the Visitors Book.

Where possible, visits by contractors especially for maintenance should be made at times when there are fewer children on the premises. Building contractors to the site must be accompanied by either the Site Manager, Headteacher or School Business Manager.

☑ If necessary, the Asbestos Risk Management Register will be shared and Health and Safety requirements discussed. Building contractors working on the school site unsupervised will follow Health and Safety requirements at all times.

If a visitor is to be working unsupervised with a pupil, a copy of the relevant DBS check is required. With regards to DBS and employment checks, we adopt the same approach as required by Ofsted. Please see our DBS Policy.

### **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 their business on the school site.

☑ They should then be escorted to school office 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, they should be asked to leave the site immediately and the SLT should be informed promptly.

☑ The SLT will consider the situation and decide if it is necessary to inform the police. In 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. (Please also see our procedure for dealing with Intruders)

### **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.

**Policy written by Alice Jones**

**March 2018**

**Review as part of Safeguarding policy review annually**

**Next review – March 2020**

## APPENDIX 1



Oxenhope C of E Primary School  
Cross Lane, Oxenhope, West Yorkshire, BD22 9LH  
Tel: 01535 642271  
Fax: 01535 648660  
Email: office@oxenhope.bradford.sch.uk  
Enquiries to: Lynn Leng  
Headteacher: John Parkin

### Safeguarding Induction Sheet - Quick Start Guide

*We all have a statutory duty to "promote and safeguard the welfare of children" (Section 175 Education Act 2002)*

If you have concerns about the health and safety of any child or young person in this school, or feel that something may be troubling them, you must share this information with an appropriate member of staff straight away. Some issues e.g. child's appearance, hygiene or general behaviour can be shared with any teacher or member of support staff here.

Don't worry that you may be reporting small matters - we would rather you tell us things that turn out to be small, rather than miss a worrying situation.

If you think however, that the matter is very serious and may be related to a child protection concern i.e physical, sexual, emotional, abuse or neglect, you **MUST** talk to one of the people immediately.

If you are unable to contact any of them you should ask the office staff to find them and ask them to speak to you straight away on an urgent and confidential matter.

Any allegations or disclosure involving a member of staff, a child's foster carer or volunteer at this school **MUST** be reported directly to the Acting Head teacher without delay. If the allegation involves the Acting Head teacher it must be reported to the Chair of Governors, again without delay.

#### The people you should talk to at this school are:

##### The designated safeguarding lead for safeguarding and child protection are:

Mrs Alice Jones - Acting Deputy Head teacher, SENDCo and Inclusion Lead

Mrs Gillian Dyson - Pastoral and Learning Mentor

Mr Anthony Blackwell - Chair of Governors

Mrs Jane Topham - Governor with responsibility for Safeguarding

All of these staff members can be contacted on 01535 642271

or via the school office [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)

## Safeguarding leads and deputy safeguarding leads



**Mrs Alice Jones**



**Mrs Gillian Dyson**

### Useful Phone Numbers

School - 01535 642271

Social Services Initial Contact Point - 01274 437500

NSPCC - 0808 800 500

West Yorkshire Police - 101 or 999



## VISITOR INFORMATION

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**SIGNING OUT** - All visitors must ensure that they sign out at the end of their visit.

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main school office as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

**The Staff and pupils wish you an enjoyable visit to Oxenhope C.E.**

**Primary School**