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1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents/carers. The ultimate aim is to ensure that pupils at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy Statement

Visitors are very welcome at Kingswood Primary School however it is our school responsibility to ensure that the safety and well-being of our pupils is uncompromised at all times. The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times. In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure. This policy has been developed in line with Keeping children Safe in Education 2025, with specific reference to Part 3.

3. Where and to Whom this Policy Applies

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.

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 supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Governors of the school
- All parents/carers (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

4. Protocols and Procedures

4.1 Planned visitors to the school

- All visitors to the school may be asked to provide formal identification at the time of their visit
- Where possible the school office/ reception staff should be informed of all pre-arranged visitors to the school

- All visitors must report to the school office/ reception first and should 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 identification
- All visitors will be asked to sign the Visitors' Record Book (which is kept by the school office at all times), making note of their name, organisation, who they are visiting and car registration number
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit.
- Visitors with a Disclosure and Barring Service Check (DBS) will wear a green lanyard. Visitors without a DBS will wear a red lanyard.
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them.
- All visitors will be given a copy of our Information for Visitors leaflet to read. This contains information regarding safeguarding, health and safety and fire evacuation/ lockdown.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ 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 the school office and:
    - Enter their departure time in the Visitors' Record Book alongside their arrival entry
    - Return the identification badge to the school office/ reception

Please note: If a planned visitor fails to arrive with appropriate identification, or does not have a valid DBS, they will not be permitted to have unsupervised contact with a child.

4.2 Unknown/ unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school
- They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in 4.1 then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or the Teacher-in-Charge should be informed promptly.
- The Headteacher or the Teacher-in-Charge will consider the situation and decide if it is necessary to inform the police.
- If an 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.

5. Governors and regular volunteers/parent helpers

All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held), which must be Enhanced if they are in regulated activity via the School Office

- All Governors and parent helpers should follow the procedures as stated in 4.1
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher.
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role
- Parents/carers may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent/carer helpers must be DBS checked. Again, all parents/carers should follow the procedures as stated above in 4 .1.

6. Contractors

- Contractors should follow the procedures set out in 4.1

7. Confidentiality

Information about pupils, parents/carers and staff is confidential. Volunteers and visitors are not permitted to discuss issues related to pupils, parents/carers or staff with those outside of the organisation.

If volunteers or visitors have concerns, they should raise these with the class teacher or headteacher. They should not discuss them with pupils or parents/carers.

8. Safeguarding

Volunteers and visitors should adhere to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

Concerns about pupils should be reported only to the class teacher. Concerns regarding another adult's conduct must be raised with the Headteacher or Senior Teacher.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

9. Staff development

As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.

10. Linked policies

This policy should be read in conjunction with other related policies, including:

- Safeguarding policy
- Health and safety policy
- Confidentiality policy
- Safer recruitment policy
- Acceptable Use (Including ICT) policy