



CSS

Children's
Support
Service

Children's Support Service Visitors Policy

Updated – September 2022

Ratified by the Management Committee – 22 September 2022

CSS Visitors Policy

Visitors are welcome to The Children's Support Service (CSS), recognising that they often make an important contribution to the life and work of our service in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. However, it is the responsibility of CSS to ensure that the security and wellbeing of its pupils are uncompromised at all times. CSS is committed to providing a safe, secure and healthy environment for all our students, staff and visitors. It has a legal duty of care that incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance.

Aim

This policy has been put in place to ensure that visitors to CSS are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school as we endeavour to safeguard all the children during school hours.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to CSS which is understood by all staff, management committee members, visitors and parents and conforms to child protection guidelines as set by the DfE.

This will enable CSS to:

1. Prevent unauthorised persons from entering school.
2. Make visitors welcome.
3. Ensure that visitors are monitored and checked.
4. Monitor visitors carefully during their time in school.
5. Be able to account for, and locate, visitors at all times.

Where and to whom the policy applies

CSS is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours. 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
- All management committee members of CSS
- All parents/carers
- Visiting pupils
- Education personnel (Inspectors)
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School (which includes ex-members of staff):

1. Before a visitor is invited to the school, the Head Teacher or Head of Centre/Service area, must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. The visitor must be identified as a regular or occasional visitor and the HR Officer must be advised of regular visitors, in order to undertake safeguarding checks and update the Single Central Record (SCR).
2. When inviting visitors to the school they should be asked to bring formal identification. A DBS details (Disclosure and Barring Services) certificate should be provided by self-employed visitors. If the visitor is employed by a third party, the employer must confirm that all relevant checks have been undertaken. If the visitor is not recorded on the SCR as a regular visitor, this will need to be presented on arrival.

NB All supply teachers must provide their DBS certificate on their first day of employment, regardless of how they are employed.

- All visitors must report to reception first and state the purpose of their visit.
- External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
- At reception, all visitors must state the purpose of their visit and who has invited them.



- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times.
 - All visitors will be given an identification lanyard that must be visible at all times.
 - A blue lanyard indicates a visitor who has had all required checks confirmed or is a staff member of the local authority or public sector and has provided photo ID with details of their employer.
 - An orange lanyard indicates a visitor who has not provided checks, or is not a local authority or public sector staff member with appropriate photo ID, and therefore needs to be **ESCORTED AND SUPERVISED AT ALL TIMES**.
 - An explanation of the Lanyard colour coding system is on display around all centres so that staff, visitors and students are aware of the relevance of the different coloured lanyards.
 - 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, including responsibility for explaining Health and Safety precautions and in the event of a necessary evacuation.
 - The Site Manager will be responsible for contractors and trades people, during their time in school. They must show proof of identity. If work must be carried out during school hours, they will need to be supervised by the site manager or another member of staff. All contractors must also sign the asbestos register.
3. On departing the school, visitors should leave via reception and:
- Enter their departure time in the Visitors Record Book.
 - Hand their lanyard into the office or to a member of staff.

Local Authority staff and Public Sector staff

Individuals such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff coming in to work with children, should have appropriate checks undertaken by their employing organisation e.g. Local Authority or Primary Care Trust. Staff should check the individual's official ID badge.



Regular visitors

Regular visitors are recorded on the Single Central Record (SCR). The SCR for visitors is maintained by the HR Officer and checked by the Business Manager. Centres must provide the HR Officer with details of any regular visitors, in advance of their first visit. The HR Officer will contact the visitor to arrange the necessary checks ahead of the visit. If this is not possible before the first visit, they must be treated as an occasional visitor.

Visiting Speakers

If a speaker is unknown to the school, prior to the visit, an internet search will be carried out under the **Prevent duty** to ensure that they do not promote radical views. All speakers when speaking will have a member of staff in the room to monitor the talk.

Unknown/uninvited visitors

Any visitor to the school who is not wearing an identity lanyard should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception and asked to follow the visitor procedures as stated.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately, and a member of senior management should be informed.

Staff are required to be familiar with the school's Safeguarding and Child Protection Policy in relation to: preventing unsuitable people from working with children and young persons in the education service.

Visitors who are unable to provide ID must be accompanied at all times by a member of CSS staff.

The Management Committee members and Volunteers

All MC members must provide DBS details on appointment, which are then recorded on the SCR.

CSS requests DBS checks for all volunteers in regulated activity.

MC members and Volunteers will follow the same procedure as other visitors to CSS.



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Staff Development

As part of their induction, new staff will be made conversant with the policy and asked to ensure compliance at all times.

Arrangements during the COVID 19 Pandemic

For the duration of the pandemic, the identity lanyards are replaced with single use stickers.