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Written on	May 2015	Reviewed on	April 2017	Next review due	April 2018
SLT link	D Barnett/R Hill		Governor link		

Copies in	Policies folder ✓	Handbook	Student planner	Website ✓
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Crown Hills Community College

Visitors to School Policy

A visitor is defined as any person entering the school building or grounds who is not an employee or student of the school

Crown Hills Community College works closely with parents, partners, other members of the community and other agencies and it is the duty of the school to protect the welfare and safety of our pupils by carrying out appropriate checks on our visitors.

Requirements for Visitors to School

All visitors must report to reception and sign in the visitors' book on entering and leaving the school

Visitors not known to reception staff will be asked for photo ID

All visitors must wear clearly visible identification while on school premises. Visitors' badges will be worn by those who do not have suitable identification badges of their own.

All visitors are issued with Health and Safety guidance and asked to read the 'welcome to our school' information contained within the visitors badge. This includes important elements of Safeguarding and E safety.

Visitors are chaperoned at all times

All supply staff employed through an agency and sports coaches must have a current enhanced DBS check. Copies will be asked for and evidence taken on first visit.

G4S Staff and contractors are monitored and controlled by the G4S Site Manager.

Visitors with a **FADEN LANYARD MUST BE ESCORTED AT ALL TIMES**

Visitors with a **RED LANYARD** have been through the 'Safeguarding for adults on site' procedure - APPENDIX 1.

APPENDIX 1 – Safeguarding for adults on site.

APPENDIX 2 – Safeguarding guide (at a glance)

APPENDIX 3 – Visitors arrive in Reception Flowchart.

APPENDIX 1

CROWN HILLS – Safeguarding procedures for adults on site.

All students should be off the school premises after 4.30pm. Between 3.30-4.30, they will be either supervised or passively supervised by a member of staff. After that time planned activities will be supervised by the organising member of staff. Beyond 4:30 the college is used by community users and therefore beyond 4:30, students should be directly supervised by a member of staff or asked to leave the site.

Staff who are authorised to interact with students without supervision will be given a red lanyard. RED IS SAFE!
Visitors to the college who are not authorised to interact with students without supervision will be given a FADen lanyard.
FADEN REQUIRES ACCOMPANYING!

Employed Staff (including 1-to1 tutors)

AME – Put onto SIMS (Personnel) & DBS/SCR

BAI – to provide staff code

ISS – SIMS Access – create csv & send to BAI

BAI – Send csv to Capita & informs BUR to issue laptop

HAR – Issue Photo & ID Pass and add photo to staff drive

MAR – Add to Blue Sky

BAR – Activate door access & Keys

BAR – Induction to support staff

RAM – Induction to teaching staff

HIL – Send e-mail about Hays training and track completion

PAT – Add to HCSS

AME – Inform all concerned about leavers

Supply Teachers

HAR – sign in & out

MAR – Put onto SIMS (Personnel) and yellow supply form completed including disclaimer

MAR – SCR & Safeguarding leaflet given

MAR – Issue 'Supply' pass with door access

Long term supply

ISS – SIMS Access – create csv file and send to BAI

BIS – Safeguarding leaflet given & Safer care code of conduct issued (MAR to take)

BAI – Send csv to capita

HAR (BUR) – Issue ID card & photo to staff drive if long term & inform BUR to issue laptop

BAR (BUR) – Fully activate card – catering, printing and signing in and out. Assign keys.

HIL – Send e-mail about Hays training and track completion

MAR – Inform all concerned about leavers

PAT – Needs info for who is being covered & finance

PGCE Staff

RAM – Informs all concerned

AME – Put onto SIMS (Personnel – untick census box)

MAR – SCR

ISS – Access to SIMS – create csv file and send to BAI

BAI – Send csv to Capita & inform BUR to issue laptop

HAR – Issue ID card & photo & add to staff drive

BAR – Activate door access, catering & printing

RAM – Induction (Including to BIS for safeguarding information)

HIL – Send e-mail about Hays training and track completion

MAR – Informs all concerned about leavers

PAT – Names for claims & faculty

ALL ABOVE LEAVERS

- Ensure all keys are collected & laptops collected – BAR/BAI
- ID cards deactivated – HAR
- SIMS enter end date – AME
- Deactivate SIMS account – ISS
- Deactivate door access – BAR
- Remove from SCR - MAR

Safeguarding Procedures for visitors, temporary staff and volunteers

Invigilators – HAR – Issue ID card & photo to staff drive (no door access). ID cards to be kept in reception.
MAR – DBS/SCR & Blue form
ISS – Induction
BIS - Safer care code of conduct
ISS – Informs all concerned about leavers

Teachers from other city schools

Will be allowed to access the school unaccompanied providing relevant documentation has been seen. Teachers who are given a teaching responsibility will be placed on the SCR.

Volunteers –

1 day experience (up to 5 separate occasions):

- Person writes letter or email of interest, containing reasons for wanting to volunteer e.g. learning mentor.
- Invite for informal chat (Reflection only).
- FAD must sign Blue form & leaflet given
- Person would sign in as a visitor, complete a Blue form, be given a visitor pass and supervised at all times by a member of staff.
- Visitors may have general interaction with students, in reflection, classroom etc., under close supervision.

Multiple day experience (likely to exceed 5 days or up to 5 consecutive days):

- ALL volunteers/ who are likely to be in the college for more than 5 days MUST be taken to see the DBS checker (MAR) as soon as they have been signed in by the person overseeing their visit.
- Blue form completed, processed and filed in office
- **ONCE DBS checked & blue form signed by FAD**
- BIS – safeguarding information & safer care code of conduct given at a time arranged prior to visit
- Volunteers sign in, sign disclaimer on Blue form at the start of each academic year and collect ID badge, sign out and return ID badge.
- Frequent visitors will be given door access at the college's discretion. This is only given after DBS checks have been completed. They will still need to sign in and complete a Blue form every year.

Placement Volunteers from Universities:

- MAR to check this on their first visit of trial period and informs as to whether they are clear, or whether they must remain under close supervision at all times, pending DBS clearance.
- **ONCE DBS checked & blue form signed by FAD**
- MAR – DBS/SCR & Data Sheet
- BIS – safeguarding information & safer care code of conduct given
- HAR – Issue ID card & photo (swipe) – ID cards to be kept in reception on a daily basis.
- Volunteers sign in, sign disclaimer on Blue form at the start of each academic year and collect ID badge, sign out and return ID badge.
- MAR – Inform all concerned about leavers

Sports Coaches:

- All Sports Coaches must provide ID and a valid DBS check obtained in the last three years.
- **FAILURE TO PROVIDE A VALID DBS** will mean the coach will need to be accompanied at all times.
- Blue form completed, processed and filed in office and leaflet given.

APPENDIX 2

Safeguarding Guide

Located in the Main Office to assist reception staff.

VISITORS/VOLUNTEERS (not from LA)

One off visit

- Sign In/Out
- Accompanied at all times
- FADen Badge

Multiple visits

- Decision to be made whether to DBS check
- DBS
- SCR
- FADen badge until DBS

VISITORS (LA)

One off visits

- Sign In/Out
- Photo ID check
- Red badge

Multiple visits

- Sign In/Out
- Photo ID check
- Red Badge
- Blue Form (To be completed once a year)
- Disclaimer (To be completed once a year)
- SCR

VISITORS (Leicestershire Partnership NHS Trust)

One off visit

- Sign In/Out
- Photo ID check
- Red badge

Multiple visits

- Sign In/Out
- Photo ID check
- Red Badge
- Blue Form (To be completed once a year)
- Disclaimer (To be completed once a year)
- SCR

Supply (Short term)

- MAR to meet
- Sign In/Out

- Red Badge

APPENDIX 3

