



St Michael with St Thomas C of E Primary School



Visitors to School Policy

Author: Headteacher

Owner: School Committee/CEO

Date adopted: December 2019

Review: December 2022

We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:

Article 19: All children should be protected from violence, abuse and neglect, and governments should protect them.

Article 32: Children should not be allowed to do work that is dangerous or might make them ill, or stop them going to school.

Article 37: No child should be punished in a way that humiliates or hurts them.

Article 12: All children have a right to be able to give their opinion when adults are making a decision that will affect them, and adults should take it seriously.

Article 29: Education should help children use and develop their talent and abilities. It should also help children learn to live peacefully, protect the environment and respect other people.

Visitors to School Policy

Overview

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. This will ensure that no unauthorised person has entry to the school.

Aims of the policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm by:

1. Preventing unauthorised persons from entering school
2. Making visitors welcome
3. Ensuring that visitors are monitored and checked
4. Monitoring visitors carefully during their time in school
5. Being able to account for, and locate, visitors at all times

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- Pupils
- 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 etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority visiting staff e.g. EP, Inclusion Officer
- Visiting support staff e.g. school nurse, SALT
- Building & Maintenance Contractors

Visitors Invited to the School

Before a visitor is invited to the school, the Head teacher is informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Head teacher before a visitor is asked to come into school.

Managing Visitors

1. External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk
2. All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see
3. Visitors must sign-in on Inentry and sign out as they leave
4. Formal visitors representing the LA, businesses, contractors, outside agencies etc. are required to present formal identification
5. Each visitor will be given an identification that must be worn visibly at all times
6. Visitors' identification badges must be collected in by the office staff before the visitor leaves

7. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit
8. Visitors will be accompanied, or supervised, during the whole of their time in school
9. The site manager will be responsible for work people, and trades people, during their time in school. They must show proof of identity to the site supervisor if they are not already known to him/her. He/she will alert senior staff of their presence
10. The headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly
11. Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The above procedures then apply.
12. In the event that the visitor refuses to comply, they are asked to leave the site immediately and the Head teacher informed. The Head teacher (or Senior Leader if HT not available) will consider the situation and decide if it is necessary to inform the police.
13. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the police should be summoned to remove them
14. All visitors arriving to the school for the first time, are issued with a leaflet outlining key safeguarding and health and safety related information (***please read this policy in conjunction with the Visitors' Leaflet***)

Governors and Long-Term Volunteers

All governors and long-term volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Head teacher and the Chair of Governors or Training Liaison Governor.

New volunteers will be asked to comply with this policy when first coming into school for an activity or class supporting role.

At lunchtime, visitors/volunteers will not use the staffroom, but will be taken to the meeting room/HT office for the duration of lunchtime and will be collected again following lunch by the member of staff responsible for them.

Short Term visitors

All short-term visitors who are on site without DBS are never left unattended and they must be supervised by a member of staff at all times.

CPD

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

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

Annex 1



COVID-19 school closure arrangements for Safeguarding and Child Protection at St Michael with St Thomas CE Primary School- The Three Saints Academy

School Name: St Michael with St Thomas CE Primary School- The Three Saints Academy

Policy owner: CEO/Director of Wellbeing

Date: 30 March 2020

Date shared with staff: 30 March 2020

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the St Michael with St Thomas CE Primary School -The Three Saints Academy Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

[1.Context2](#)

[3.Vulnerable children3](#)

[4.Attendance monitoring4](#)

[5.Designated Safeguarding Lead5](#)

[6.Reporting a concern5](#)

[7.Safeguarding Training and induction6](#)

[8.Safer recruitment/volunteers and movement of staff6](#)

[9.Online safety in schools and colleges7](#)

[10.Children and online safety away from school and college7](#)

[11.Supporting children not in school8](#)

[12.Supporting children in school9](#)

[13.Peer on Peer Abuse9](#)

[14.Support from the Multi-Academy Trust10](#)

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Key contacts

Role	Name	Email
Designated Safeguarding Lead/Headteacher	Michelle Slingsby	Michelle.slingsby@three-saints.org.uk
Deputy Designated Safeguarding Leads	Janette Crosbie	Janette.crosbie@three-saints.org.uk
Chair of Governors	Lesley Traves	Lesley.traves@three-saints.org.uk
Safeguarding Governor	Lesley Traves	Lesley.traves@three-saints.org.uk
CEO	Kirsty Tennyson	Kirsty.tennyson@three-saints.org.uk
Director of Wellbeing	Linda Smith	Linda.smith@three-saints.org.uk

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care plans (EHCP).

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHCP plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

The Designated Safeguarding Lead (and deputy) have identified the most vulnerable children. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

St Michael with St Thomas CE Primary School, The Three Saints Academy will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be the Headteacher – Michelle Slingsby.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk or other significant reasons. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and St Michael with St Thomas CE Primary School, The Three Saints Academy will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, St Michael with St Thomas CE Primary School, The Three Saints Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St Michael with St Thomas CE Primary School, The Three Saints Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If St Michael with St Thomas CE Primary School, The Three Saints Academy has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

St Michael with St Thomas CE Primary School, The Three Saints Academy and social workers will agree with parents/carers whether children in need should be attending school. St Michael with St Thomas CE Primary School, The Three Saints Academy will then follow up on any pupil that they were expecting to attend, who does not. St Michael with St Thomas CE Primary School, The Three Saints Academy will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, St Michael with St Thomas CE Primary School, The Three Saints Academy will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, St Michael with St Thomas CE Primary School, The Three Saints Academy will notify their social worker. Every child identified as meeting criteria for a school place but does not take up a place will be contacted three times a week by the DDL/DDSL if CP or CiN and at least once a week for any other vulnerable pupil.

Designated Safeguarding Lead

St Michael with St Thomas CE Primary School, The Three Saints Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Michelle Slingsby

The Deputy Designated Safeguarding Lead is: Janette Crosbie

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at school.

It is important that all St Michael with St Thomas CE Primary School, The Three Saints Academy staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead/Headteacher, Deputy DSL. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they report the concern to the headteacher.

Concerns around the Headteacher should be directed to the CEO: Kirsty Tennyson or Chair of Governors: Lesley Traves.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter St Michael with St Thomas CE Primary School, The Three Saints Academy, will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) CEO/Director of Wellbeing, that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, St Michael with St Thomas CE Primary School, The Three Saints Academy will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

If staff are deployed from another education or children's workforce setting to our school, the CEO will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check

- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Where St Michael with St Thomas CE Primary School, The Three Saints Academy are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

St Michael with St Thomas CE Primary School, The Three Saints Academy will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Michael with St Thomas CE Primary School, The Three Saints Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

St Michael with St Thomas CE Primary School, The Three Saints Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where pupils are using computers in school, appropriate supervision will be in place.

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the MAT code of conduct.

St Michael with St Thomas CE Primary School, The Three Saints Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.

- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

St Michael with St Thomas CE Primary School, The Three Saints Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

All communication must be recorded on CPOMS.

The communication plans can include; phone, text and email contact. Other individualised contact methods should be considered and recorded.

St Michael with St Thomas CE Primary School, The Three Saints Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

St Michael with St Thomas CE Primary School, The Three Saints Academy recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Staff at St Michael with St Thomas CE Primary School, The Three Saints Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

St Michael with St Thomas CE Primary School, The Three Saints Academy is committed to ensuring the safety and wellbeing of all its students.

St Michael with St Thomas CE Primary School, The Three Saints Academy will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St Michael with St Thomas CE Primary School, The Three Saints Academy will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

St Michael with St Thomas CE Primary School, The Three Saints Academy will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

Where St Michael with St Thomas CE Primary School, The Three Saints Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the CEO of the MAT.

Peer on Peer Abuse

St Michael with St Thomas CE Primary School, The Three Saints Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within our Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing CPOMS records for the purpose of quality assurance, support, guidance and direction.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>