



Safeguarding Procedures for Staff When Inviting Visitors into School

Procedure 1 - Teaching Staff arranging for a visitor to come into school for meetings.

- Inform the main office prior to the appointment so they can have this information in their diary.
- Office Staff will inform you of your visitor's arrival at Reception - please ensure you can be contacted.
- Greet your visitors and escort to meeting area
- Escort your visitors off the premises ensuring they sign out in the visitor's book.
- Under no circumstances should you leave your visitor alone with any student/s
- Under no circumstance will Reception Staff allow visitors into school without a member of staff escorting them.

Procedure 2 - Teaching Staff arranging for visitors to work with students.

- Email J Wright/ E Gater names and dates.
- Office Staff will inform you of your visitor's arrival at Reception - please ensure you can be contacted.
- Public Sector Staff will have been DBS checked by their employing organisation therefore it is not necessary to see their DBS Disclosure.
- If your visitor is working in your class ask them to arrive 10 minutes before the start of the lesson.
- Collect your visitor at lesson change over.
- Visitors who are not employed by the Public Sector and who are seeing students as a "one off": **we must not assume** that a DBS check is in place, therefore: they **MUST NEVER** be left alone with students.
- Escort your Visitor off the premises ensuring they sign out in the Agency/Visitors book whichever is appropriate.
- Under no circumstance will Reception Staff allow visitors into school without a member of staff escorting them.

Procedure 3 - Main Office

- Visitors to sign the Visitors/LA Agency Visitors book as appropriate. Ensure **every** section is completed,
- All Visitors to be issued with Visitor Pass which must be worn.
- Agency Visitors - Public Sector Staff will have ID supplied by their employing organisation - this must be seen to verify identity.
- Inform Staff of Visitors arrival
- Visitors will wait to be collected by Staff
- If any Visitors call unannounced contact Miranda Rathmell or Michelle Gleeson.
- All regular visitors and volunteers will be told where our Safeguarding Policy is kept, they will be given a set of safeguarding procedures, and they will be informed as to who our Designated Safeguarding leads are and Alternate Staff Members are and what the recording and reporting system is.
- Under no circumstances allow visitors into school without a member of staff escorting them.

Under no circumstances must any member of Staff allow adults/students through the main door on their security pass. Please challenge and refer to Reception.