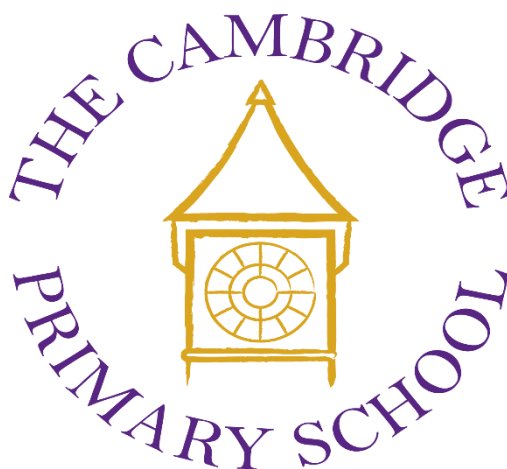


# THE CAMBRIDGE PRIMARY SCHOOL

## VISITOR POLICY

**2023-2025**



<b>Date of Approval:</b>	January 2023
<b>Date of Next Review:</b>	January 2025

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# The Cambridge Primary School

## School Visitor Policy

### Introduction

This guidance is intended to help The Cambridge Primary School manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher and the Local Advisory Committee. In exceptional circumstances, for example a global pandemic, an essential visitor policy will be referred to in conjunction with this.

### Guidance and Responsibilities

The Headteacher and Chair of the Local Advisory Committee are responsible for implementing this guidance and managing visitors to the school. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors equally.

### Types of visitor

There are a number of different types of legitimate visitors to a school:

- Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors and sports coaches.
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors i.e. parents, parent helpers and school governors.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard children, the reputation of the school and the visitor. Where appropriate, DBS checks and risk assessments should be undertaken. The head teacher or senior leadership team should be aware of visits in advance.

### Procedures for ALL visitors

- Wherever possible, visits to the school should be pre-arranged.
- All visitors must introduce themselves via the intercom system before granted entry to the building.
- All visitors must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification and, where possible, a DBS certificate.
- All visitors will be asked to sign in using the electronic recording system which includes a photograph of the visitor being taken (If the visitor is part of a large group of visitors a separate register may be used).

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- A visitor's badge (containing fire assembly points and DSLs) should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record.
- If visitors find they are alone with pupils/children, they should report to a member of staff or reception.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.
- One off visitors will sign the screening document (Appendix A) and this will be countersigned by a member of the Senior Leadership Team and stored with the Single Central Record.
- Any regular visitors/volunteers (once a week or more often, or on 4 or more days in a 30-day period, or overnight, as stated by DfE in [Regulated activity in relation to children: scope Factual note by HM Government, 2012](#)) must have a Risk Assessments (Appendix B) completed – prior to DBS being obtained or DBS checks completed. The Flowchart of DBS Checks (Appendix C) can be referred to.
- Additional vigilance will be given to the content spoken of any visitor who will be speaking to children or staff, particularly for the first time.

## Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign in and be issued with an identity badge.

Failure to comply should result in them being asked to leave the site and the Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

## Staff from other agencies (e.g. Supply Teachers)

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore, it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided. This will be stored on the Single Central Record.

## Contractors

For building or maintenance contractors, schools will establish a formal agreement regarding access to specific areas of the building. For many building projects, physical separation – fencing off the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have a DBS. Contractors should sign in and be issued with a visitors' badge. If the contractor is working in an

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area of the school where pupils are present, they will be accompanied by the Site Manager, or another member of staff.

## **Trainee teachers**

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

## **Governors**

Governors should follow the same procedures as other visitors when coming in to school. As part of their induction, DBS checks must be obtained for all governors.

## **Parents and relatives**

Keeping Children Safe in Education (2021) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors for school events such as children's relatives or other visitors attending Christmas performances or a sports day. In these circumstances head teachers should use their professional judgment about the need to escort or supervise visitors.

## **Ofsted**

Our policy is to ask Ofsted staff for photographic ID on arrival and they will follow the usual signing in procedures. However, we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check.

## **Raising awareness of visitor safety with children**

Staff and students will be reminded on a regular basis that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff.

Pupils are taught that all staff and visitors will have lanyards on and if they see someone without a lanyard they should tell a member of staff (wearing a lanyard) and return to their classroom.

## **Concerns related to a visitor**

Staff and students will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding.

Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Head teacher.

If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the LADO for advice.

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## Appendix A

### One Off Visitor to School – Without DBS Clearance

Name of Visitor: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

Name of Visitor Supervisor: \_\_\_\_\_

All visitors to our school must abide by our Safeguarding Procedures and Code of Conduct.

As you do not have a DBS clearance certificate:

- You must be accompanied at all times by a member of school staff
- You must not be alone with a student/child

**Please answer the following questions:**

Do you have any cautions, convictions, reprimands or final warnings which are not “protected”, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you?

YES/NO

Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)?

YES/NO

**It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  
If you have answered ‘YES’ to either of the above, please provide **further details.**

**Please sign to agree to the above:**

Signed: \_\_\_\_\_

Countersigned by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

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## Appendix B

### Risk Assessment – Prior to disclosure being received

Individuals should only be allowed to commence working with children in those extenuating circumstances where the needs of service provision outweigh the risk as assessed below. This template should be used by the responsible manager to assess and where appropriate manage any risk in such circumstances. Reference should also be made to Paragraphs 4.24 – 4.27 of the 2007 DfES guidance ‘Safeguarding Children and Safer Recruitment in Education’ (See Appendix A)

Risk Assessment for \_\_\_\_\_ (Employee Name) \_\_\_\_\_ (Job/Role)

Please state School/College or proposed location of employee \_\_\_\_\_

Name of Manager responsible for the employee \_\_\_\_\_

**Using this audit tool:**

1. The questions are designed to ensure you consider all relevant components in your risk assessment so please answer all the questions and record your answer by ticking the appropriate box.
  
2. You should specifically relate your assessment to the individual job role and the context within which it is performed.
  
3. You should consider the risk both in relation to the magnitude of impact should the individual re-offend and the likelihood of the individual re-offending.
  
4. The answer to each question will provide an indication of the potential risk thus helping your assessment.
  
5. If an offence occurred outside of the UK please take time to consider whether the offence is actually unlawful within the UK. For example, consensual sex between men is unlawful in some countries but no longer in the UK.

**Line Manager Declaration:**

1. I accept responsibility for managing this individual’s work.
  
2. I confirm that this individual will receive instructions on the confidentiality policies and child protection practices appropriate to their role as part of their induction.
  
3. I confirm that I will ensure that this individual will have appropriate supervision\* when working with children and that I will implement and monitor a risk management plan which, where appropriate, will include screening incoming and outgoing work carried out by this individual to ensure that no sensitive or confidential information about children or their families is accessed unsupervised by this individual until their DBS disclosure is received.

Signature of Responsible Manager

\_\_\_\_\_

Date of Risk Assessment \_\_\_\_\_

(\*See appendix A)

Before allowing an individual to commence working with children before a DBS clearance has been received the following must be obtained. Please initial and date each element.

- a. **A check against the Children’s Barred List** \_\_\_\_\_  
(This **MUST** be undertaken before an individual commences)
- b. **A completed DBS application form with the individual’s signed criminal record self-declaration** \_\_\_\_\_
- c. **References which are satisfactory to the school/college/organisation** \_\_\_\_\_
- d. **A qualification check where a qualification is mandatory** \_\_\_\_\_
- e. **Appropriate checks where an individual has worked/lived overseas** \_\_\_\_\_
- f. **Confirmation of current eligibility to work in UK** \_\_\_\_\_
- h. **Any gaps in the individual’s employment history have been reasonably accounted for** \_\_\_\_\_

**PART ONE**

	<b>Factor</b>	<b>Low to Medium Risk</b>	<b>Medium to High Risk</b>
<b>1.</b>	Has the applicant declared a conviction/caution/warning  <b>If yes please complete Qs 2 – 9</b> <b>If no please go to Q 8</b>	No	Yes

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2.	Was the offence related to children/vulnerable adults?	<i>Not at all or indirectly related to children/vulnerable adults</i>	<i>Directly related to children/vulnerable adults</i>
3.	Does the offence/information include any of the following:  Sexual offences                      Violence/assaults Drugs                                      Arson Mental Ill Health issues Theft                                      Fraud or pecuniary advantage	No	Yes
4.	The relevance of the offence/information to the duties required of the post-holder including <ul style="list-style-type: none"> <li>• Will there be unsupervised access to children?</li> <li>• Will there be access to sensitive personal data?</li> <li>• Does the post involve financial or property responsibilities?</li> </ul>	<i>Indirect or no relevance to children/vulnerable adults</i>	<i>Directly relevant to children/vulnerable adults</i>
5.	Is the conviction 'spent' under the Rehabilitation of Offenders Act 1974? (See Appendix B)	Yes	No
6.	Whether the offence appeared to be a one-off or part of a history of offending.	<i>Single or small number of offences within short time frame</i>	<i>Long history of re-offending</i>

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<b>7.</b>	If the offence was committed in another country, whether it is an offence in England and Wales.	No	Yes
<b>8.</b>	Does the job involve unsupervised access to children?	No	Yes
<b>9.</b>	Does the job involve unsupervised access to information concerning children?	No	Yes
<b>10.</b>	Has the individual provided a copy of a previous CRB/DBS disclosure?	Yes	No
<b>11.</b>	Has the individual previously worked with children?	Yes	No
<b>12.</b>	Do the references provide satisfactory confirmation of the individual's experience and suitability of working with children?	Yes	No

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**PART TWO**

**Risk Management Plan: Having considered your answers to the questions above, please use this box to indicate any identified hazards and your assessment of any risks. Please clearly set out your plan and indicate the name and contact details of anyone else involved in the implementation and monitoring of this plan and to whom a copy of this risk management plan will be sent.**

Please summarise your discussions with the individual and any other discussions you may have had with Babcock 4S Personnel and/or counter signatory.

**I confirm that I understand the plan as set out above and that I will comply**

**Signature of employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(A copy should be retained on the individual's personnel file until the DBS clearance has been received, at which point it should then be destroyed).**

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## APPENDIX A

### Appropriate Supervision

Paragraphs 4.24 – 4.27 of the DfES guidance ‘Safeguarding Children and Safer Recruitment in Education’ details the provisions for individuals starting work pending a CRB (now DBS) Disclosure. In particular paragraph 4.25 states that:

"Appropriate supervision for individuals who start work prior to the result of a CRB being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate. For all staff without completed CRB disclosures it should be made clear that they are subject to this additional supervision. The nature of the supervision should be specified and the roles of staff in undertaking the supervision spelt out. The arrangements should be reviewed regularly, at least every two weeks until the CRB disclosure is received."

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## APPENDIX B

## REHABILITATION OF OFFENDERS ACT

## Table of Spent Convictions

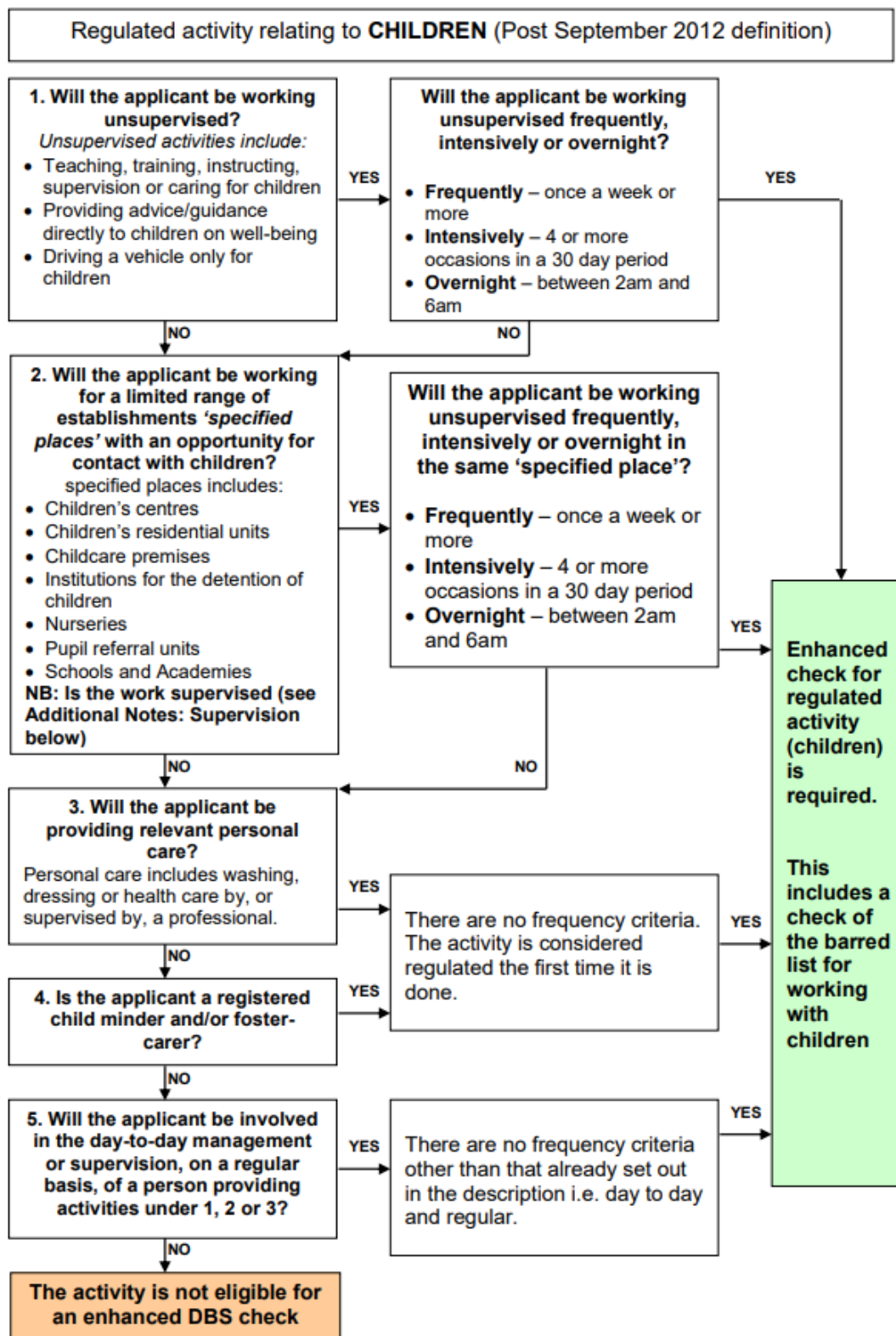
Nature of conviction	Period until conviction is 'spent' (Rehabilitation period)
Conditional discharge or bind-over to keep the peace	One year
A fine or sentence subject to rehabilitation, or a probationary sentence.	Five years (2.5 if convicted under the age of 18)
Imprisonment for up to 6 months	Seven years (3.5 if convicted under the age of 18)
Imprisonment for more than 6 months but less than 30 months	Ten years (5 if convicted under the age of 18)

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## Appendix C

### The Flowchart of DBS Checks



Source: <http://democracy.somerset.gov.uk/documents/s4429/Item%205%20Disclosure%20Policy%20Appendix.pdf>

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