

**BRYMORE ACADEMY**

**SCHOOL VISITOR POLICY**

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| **Created by:** Mark Thomas | |
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| **Signature of Chair of Governors** | **Signature of Headteacher** |

**BRYMORE ACADEMY VISITOR’S POLICY**

Brymore School is fortunate to occupy a rural location on the edge of the large village of Cannington and 4 miles from the town of Bridgwater. This same setting creates challenges because a fundamental feature of the school is its open campus and close integration with the village. It is not possible to secure the campus, as one might an urban school, and would destroy the very essence of the school.

Our most important means of securing the safety of pupils and school property is vigilance.

* Staff members that observe strangers must report their concerns to members of the SLT and or the Director of Boarding who will pass on concerns to the Police.
* Suspicious behaviour, with or without a visitors' badge, is a source of concern which should also be reported.

This is especially important because of the public footpath that run through the school and open nature of the school site.

The guidance which follows relates to visitors who wish to access school buildings:

**Parents of current pupils**

* Parents of current pupils may participate in school events without badges.
* They may visit their son/daughter’s boarding house but should contact the housemaster/housemistress in advance. They must not step into the boarding area of the houses, but may enter the common rooms with the permission of the House parent.

**Visitors who are not parents of current pupils**

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| **Legal frame work:**  Ofsted [logo]**http://www.ofsted.gov.uk/schools/for-schools/safeguarding-children#legalreqs**  **Checks for visitors**  [**Are DBS checks required for all visitors or volunteers to schools and colleges?**](http://www.ofsted.gov.uk/schools/for-schools/safeguarding-children#SGAll_2)   * ***Visitors DBS checks are not required for visitors. Visitors do not have unsupervised access to children.*** * ***Volunteers Checks are required only for those who have regular and unsupervised access to children and young people. Under the terms of the***[***Protection of Freedoms Act 2012***](http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted)***where a volunteer is being adequately supervised, they are not considered to be working in regulated activity however often they do this, and the school does not need to request a DBS check. The Department for Education will shortly be publishing guidance to help schools decide what level of supervision would be considered adequate.***   ***For the purposes of an Ofsted inspection, schools (and colleges) should be able to explain the rationale for those who have been checked and those who have not. The key criterion for checking volunteers is regular unsupervised contact with children.***  [**We have a situation where we have families living in accommodation situated within the grounds of our school. We have received conflicting advice on whether we need to request a DBS check on family members who are over 16. What is Ofsted’s position on this?**](http://www.ofsted.gov.uk/schools/for-schools/safeguarding-children#SGAll_17d)  ***Ofsted’s understanding of the regulations in situations like this is that it will depend on how the family accommodation is used. If this is accommodation that the pupils of the school also use, for example for lessons or as boarding provision, then Standards 14.2 and 14.3 of the National Minimum Standard for boarding schools (2011) apply:***   * ***14.2 For all persons over 16 (not on the roll of the school) who after April 2002 began to live on the same premises as boarders but are not employed by the school, there is a DBS check completed at the standard level.*** * ***14.3 There is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as boarders (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.***   ***[Please note that the department interprets ‘in’ and ‘on’ in these standards to mean the same thing.]***  ***However, if the accommodation referred to is a house situated in the grounds but not part of the school (that is, not used by the pupils and they do not have regular access to it) then it is not part of the school premises. This would apply equally whether the house is used by a member of staff or not as the 1996 Education Act (which covers this situation) excludes from the regulations any house which is a teacher’s dwelling house.*** |

**Brymore procedure**

* Visitors should report to Reception, where they will sign in and are given a visitors’ badge. The Receptionist will check the legitimacy of the visit and brief visitors about visitors’ facilities and arrangements for their visit.
* Visitors should return their badge at the end of their visit.
* All persons living with an employee, but not employed by the school must have a necessary DBS checks.
* All visitors that stay with residential staff overnight on more than 3 occasions in an academic year must have the necessary DBS checks.

**Regular Visitors**

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| **Legal frame work:**  **Schools HR Policies: CRB Policy for Schools**  3.3.7. Visitors  People who visit the school on a regular basis will need to be CRB checked. Any visitor who will have unsupervised access to children will require an Enhanced Disclosure. Occasional visitors who have direct access to children e.g. school photographer and Father Christmas must have an Enhanced Disclosure. Some visitors may not need to apply for an Enhanced Disclosure. These include:   * Visitors who have business with the Headteacher or other staff or who have brief contact with a teacher present. * Visitors who come on site only to carry out repairs or service equipment. * Older pupils visiting the school may also not require an Enhanced Disclosure, for example: * Secondary pupils on KS4 work experience in other schools or nursery classes. * Secondary pupils undertaking work in another school as part of voluntary service, citizenship or vocational studies. * KS5 or 6th Form pupils in connection with a short careers or subject placement. * People who are on site before or after school or college hours and when children are not present, e.g. local groups who hire premises for community or leisure activities, contract cleaners who only come in after children have gone home, or before they arrive.   In all such cases the pupils must work under close supervision and the school placing the pupil should ensure the pupil is suitable for the placement in question.  **Safeguarding Children and Safer Recruitment in Education**  **Came into force 1 January 2007**  **Is a CRB Disclosure necessary for everyone that visits or works in a school or FE college?**  4.23. It is not necessary to obtain a CRB Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other schools.  However, it is good practice to ensure that visitors sign in and out, and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.  Examples of people who do not need to apply for a CRB Disclosure include:   * visitors who have business with the head teacher, principal or other staff or who have brief contact with children with a member of staff present; * visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school or FE college premises; * volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. a sports day, school fête, college open day; * secondary pupils on Key Stage 4 work experience in other schools, FE colleges or nursery classes; secondary pupils undertaking work in another school or FE college as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or sixth form pupils in connection with a short careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question; * people who are on site before or after school or college hours and when children are not present e.g. local groups who hire premises for community or leisure activities, contract cleaners who only come in after children have gone home, or before they arrive. |

**Brymore Procedure**

**Regular day visitors and all overnight visitors to boarding house staff accommodation during term-time will be subject to suitable disclosure checks.** *(regular is determined as 3 times a week and or three time during the academic year).*

The host should notify the Head of Boarding of all such visitors in advance and the Head of Boarding will advise school to carry out a risk assessment and organise a CRB check, if necessary.

**Residential Staff receiving visitors**

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| **Legal frame work:**  **National Minimum Standards – Jan 2013 STANDARD 14 – Staff Recruitment and Checks on Other Adults**  ***14.4 All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.*** |

**Brymore procedure**

* If you are expecting a visitor - Inform the Director of Boarding and the link member of SLT in advance and enter the information on the Visitor’s spread sheet..
* When collecting a visitor. Please check that the visitor has been issued with a visitors' badge and entered onto the visitors spread sheet located on the staff drive. Please ensure that the time and date of departure is entered onto the spreadsheet.

The responsibility for such visitors rests with the member of staff visited.

**Occasional Guests – Staying overnight**

In view of the number of residential properties within the School boundary it is inevitable that several visitors will consist of family or friends of staff, who may remain either for the day, overnight or for longer periods. It is important that the host ensures that guests are aware of the fact that certain restrictions apply because they are visiting a school. Staff are expected to notify the Director of Boarding and the link member of SLT of any guest/s arriving.

Guests should be logged onto a spread sheet that can be accessed by all boarding staff.

**Guests should be advised that:**

* they should not attempt to enter the areas designated for the boarders
* they should not attempt to engage pupils in conversation
* they should wear a visitor’s badge and be escorted if they visit anywhere in the school apart from their host’s accommodation
* they should not be left alone in their host’s accommodation House ,and should have a person that has been enhanced CRB checked with them at all times.

**School Holidays**

The restrictions on movement do not apply at times when the pupils are not on site, and it is imperative that visitors are entered onto the visitors spread sheet for Fire Safety reasons.

**Assessing the Risk to Children**

* If the visitor is here to work independently (eg. setting up software, repairing machinery) the risk presented to children should be assessed and action taken to mitigate that risk. Steps to be taken might include:
* a. Supervision – constant or at intervals
* b. Leaving doors open where teachers are nearby
* c. Removing children from that area
* d. Advising children of an adult’s presence
* Risk assessments should be left with the Second Master

**Occupancy Rights**

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| **Legal frame work:**  **National Minimum Standards – Jan 2013 STANDARD 14 – Staff Recruitment and Checks on Other Adults**  ***14.2 For all persons over 16 (not on the roll of the school) who after April 2002 began to live on the same premises as boarders but are not employed by the school, there is a criminal records check completed at the standard level.***  ***14.3 There is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as boarders (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.*** |

**Brymore Procedure**

The school does not bestow any rights of occupancy or tenure on the spouses / partners /adult children / other members of the households of its boarding house staff who have elected to move into the accommodation provided to a member of staff for the performance of her duties. The employee alone signs a Licence to Occupy / Service Occupancy Agreement with the school before taking up residence, covering the conditions of occupancy in school property. One of those conditions is that all adult members of their family/household residing with them comply with this policy.

**Declaration**

All adult members of boarding households must sign a written undertaking to comply fully with this policy which relates to the protection of pupils at the school. The school can require that any individual who is not a member of staff removes him/herself from school accommodation if s/he has committed a breach of this policy. (See Child Protection policies.)This policy should be read carefully and the declaration at the end signed before occupation of the school accommodation that has been provided.