

Visitors – Safeguarding & Welfare Information

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All visitors will, on arrival at school, need to sign the COVID-19 agreement which has been put in place as a result of the coronavirus pandemic.

1. Aims

This policy, along with its associated procedures, aims to ensure:

- That all our students and staff can learn and work in an environment that is safe.
- That whilst our students are on the school premises, our statutory responsibility to safeguard children is paramount.
- That visitors to the school are made to feel welcome and safe.

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.”

- Keeping Children Safe in Education

2. Objectives

- 2.1. This policy and its associated procedures should be clear to, and understood by all stakeholders.
- 2.2. This policy should conform to child protection guidelines and prevent unsuitable people from working with or accessing children in the school.

3. Application

This policy applies to:

- All external visitors entering the school site during the school day or for any after-school activities or events.
- Governors.
- Parents / carers.
- All those attending school in a voluntary capacity.
- All those employed by external contractors or organisations to work in the school, either on a permanent or temporary basis.

All staff employed by the school need to be aware of the policy.

4. Safeguarding Guidance for Visitors to the School

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines.

- 4.1. Do not initiate verbal or physical contact with students unless it is appropriate and part of an agreed reason for your visit.
- 4.2. Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address and only provide your professional work email if it is necessary as part of the reason for your visit.

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- 4.3. Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
 - 4.4. If you have any concerns that a student may be at risk of harm, report it immediately to the senior designated person for child protection (Lin Simms - Deputy Headteacher) who can be contacted via the school's reception. Do not discuss your concerns with the student. You must refer and not investigate.
 - 4.5. If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (as above) of your concerns immediately.

5. Procedures for all Visitors

- 5.1. Whenever possible, visits to school should be pre-arranged.
- 5.2. All visitors and contractors must report to the school's Reception and not enter the school buildings via any other entrance. The Reception is open from 7.45 am to 4.30 pm (4.15 pm on Friday). Out of school hours please dial the number displayed at reception and a member of the site staff will make contact.
- 5.3. Visitors will be asked to sign in at Reception and they will need to explain the purpose of their visit. Visitors should be ready to produce formal identification when this is requested. This might be a photo ID card, company ID or a photo driving licence.
- 5.4. A visitor's badge must be worn at all times.
- 5.5. Visitors will be asked to wait in Reception until they are met by the member of staff they are visiting, or they are escorted to their destination.
- 5.6. All visitors should be accompanied by a member of staff. Visitors should not be alone with students unless this is a legitimate part of their role (e.g. a social worker seeing a child; a careers advisor conducting a careers meeting).
- 5.7. If a visitor will be working unsupervised with students, the receptionist may ask you to produce a DBS certificate, together with proof of identification i.e. a Passport or driving licence. Without this you may not be granted access to the school. There will be times when a visitor's employee will have confirmed that the visitor has had the appropriate checks.
- 5.8. If a visitor finds that they are alone with student(s) they should return to reception or report to another member of staff.
- 5.9. Visitors must sign in on each visit to the school.
- 5.10. On leaving the school, visitors must leave via reception, and sign out before leaving the site. Visitor badges must be returned to the receptionist.

6. Driving and Parking on the School Site

- 6.1. The speed limit on site is 5 mph and must be obeyed at all times.
- 6.2. There is very limited parking on site, so visitors are advised to travel to school on foot, by cycle or by public transport. There is some very limited parking in the streets around the school premises. A visitors' cycle rack is situated to the right of reception.
- 6.3. Cars and cycles are parked at the owner's risk. The school will not accept liability for any damage that occurs on site.
- 6.4. Delivery drivers should take extreme care when arriving at the school and when on site and especially when reversing.

7. Identifying Yourself Whilst on Site

Our staff have been asked to politely challenge individuals that they do not know. If you are asked to identify yourself please do so and indicate the reason for your visit and the member of staff responsible for you whilst you are on site.

8. Photographs & Video Images

Visitors are strictly forbidden from taking any images whilst on site unless permission is given by the Headteacher or a Deputy Headteacher.

9. Fire & Evacuation

- 9.1. Your host will explain the evacuation procedure.
- 9.2. Should the fire evacuation alarm ring (a continuous bell) leave the building by the nearest exit and congregate at the front of the school (main car park) where you will be checked off against the visitor log. Under no circumstances should a visitor leave the site without speaking to a member of the staff.
- 9.3. Do not re-enter the school building until a member of staff indicates that it is safe to do so.

10. First Aid

Should you feel unwell at any point whilst on site, please ask the attending member of staff to direct you to the Welfare room. Should you be on your own, please return to Reception where a colleague will direct you to Welfare.

11. Health & Safety

All contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

12. Retention and Data Protection

Through the application of this policy, the School may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of the Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998). Records will be kept in accordance with our Privacy Notices, our Retention & Destruction Policy and in line with the requirements of the Data Protection Legislation.

13. Reviewing

The governing body will review the policy as required, to ensure the effectiveness of the procedure and make changes where necessary.

Please see the next page for the COVID-19 Visitor Agreement.

COVID-19 Visitor Agreement

1. Aims

This agreement supports the school's visitor policy and aims to minimise the risk of the spread of coronavirus (COVID-19) whilst ensuring that essential visitors can feel welcome on the school site. All the expectations in the school's visitor policy still apply.

2. Essential Visitors

We will welcome visitors if we deem them to be essential to the health, well-being and safety of our students and staff. This will include visitors such as those: who need to cover lessons; to provide support for vulnerable children; to provide specialist lessons (e.g. music instrumental lessons); to carry out urgent maintenance.

3. Requirements for Visitors

- 3.1.** Essential visitors will be welcome if they are not at risk of bringing COVID-19 onto the school premises. Visitors must not attend the school if they are needing to self-isolate according the national guidance [here](#) or:
- They are exhibiting any symptoms of COVID-19 (a new continuous cough; a high temperature or a loss or change in their sense of taste or smell).
 - They have travelled from a country that is not exempt from the current travel corridor guidance within the last 14-days.
 - They have been in contact with someone, in the last 14-days, who has tested positive for COVID-19.
- 3.2.** If the visit is outside normal school hours these remain conditional on the requirements set out in paragraph 3.1 and where they are deemed to be essential.

4. Hygiene Measures to Prevent the Spread of the Virus

- 4.1.** On arrival all visitors should either wash their hands with soap and water for 20 seconds or use hand sanitiser. A sanitising station is provided in Reception.
- 4.2.** Unless an exemption exists, visitors are required to wear a face covering where social distancing is not possible, such as in communal areas like corridors. Face coverings should be put on in a manner that is safe. This includes washing hands before putting the covering on or taking it off and not touching the front of the covering. When not being worn the covering should be stored in a sealable plastic bag.
- 4.3.** Many external visitors will be subject to additional requirements of their own organisation e.g. wearing a covering at all times. These requirements need to be followed at all times, even if they are additional to the school's requirements.
- 4.4.** Where possible, all visitors should maintain a distance of 2m from everyone else in school. During the pandemic members of staff will not offer hands for a handshake, and there should be no form of physical contact between visitors and members of the school community.
- 4.5.** Visitors will be required to provide additional contact information when they sign-in so that contact tracing information is available, should this be required by Public Health England. A QAR code is available for scanning, in reception, for those using the COVID-19 App.

5. Signing in at Reception & Agreement

By signing in at Reception, I understand and agree that when visiting the school:

- I confirm that I do not currently need to self-isolate, in accordance with the latest government guidance.
- I will follow the school's hygiene requirements, set out above.
- Should I experience symptoms of COVID-19 within 48 hours (2 days) of leaving the school, I will notify the school immediately. I will also take a COVID-19 test and notify the school of the result (this can be done by email to school@isleworthsyon.org).
- I understand that the school will retain this agreement for six years, which is in line with Data Protection guidance.