



**The Futures Trust**

**Visitor Management Policy**

**and COVID 19 addendum:**

**Visitor and contractor management during the COVID 19  
pandemic**

**Parkgate Primary School**



**The Futures Trust and Parkgate Primary School are committed to safeguarding and promoting the welfare of children and young people and require all staff, volunteers and visitors to share this commitment**

**Date of last review: September 2020**

**Approval: Trust Finance, Resources, Audit and Risk Committee**

**Date of next review: September 2021 or earlier in response to statutory changes or updated government guidance**

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## 1. Policy statement

All schools within The Futures Trust are required to implement robust and consistent safeguarding practices, and to ensure that individuals who are not suitable to have access to our schools and our learners are denied any opportunity to do so. Trustees and every Trust school share a commitment to safeguarding and promoting the welfare of children and young people, and it is recognised that every individual is responsible for realising this commitment.

Each school's safeguarding practices are reviewed by the Trust alongside the school's Designated Safeguarding Lead every term, and any actions required are reported to the relevant Governing Body and the Trust. All staff involved in the management of visitors are fully trained and resourced to fulfil their responsibilities.

The school and the Trust will not tolerate any verbal abuse, aggression or other form of inappropriate behaviour towards its staff. Any visitor who obstructs the school in seeking to fulfil its safeguarding responsibilities or who fails to comply with this Policy may be asked to leave the school site and may not be permitted to return.

## 2. Purpose and scope

This Policy and accompanying COVID 19 addendum explain the protocols that will be implemented in respect of all visitors, including external agencies, contractors, trainee teachers placed by ITT providers and volunteers, attending Parkgate Primary School. All visitors attending the school site are required to comply with this Policy and addendum, and to co-operate with the colleagues responsible for their implementation.

The protocols are being implemented by the school in accordance with the statutory guidance [Keeping Children Safe in Education 2020](#) and [The Education \(Independent School Standards\) Regulations 2014](#), and [guidance for education and childcare during coronavirus](#) from the Department for Education. Where possible copies of this Policy and addendum will be provided to visitors in advance of them attending the school site; the Policy is also available on the school's website and in the school's reception area.

## 3. Links to other policies

Other policies with links to this Policy and addendum include the Trust's / School's:

- Safeguarding and Child Protection Policy
- Policy on the secure handling of information provided by the Disclosure and Barring Service (DBS)
- Induction Policy
- Volunteer Policy
- Data Protection Policy
- Equal Opportunities Policy
- Whistleblowing Policy

This Policy and those listed have been drafted with due regard to the Data Protection Act 2018, The General Data Protection Regulations, The DBS Code of Practice, The Equality Act 2010 and the Equality Duty.

#### 4. Colleague responsibilities

All Trust colleagues are responsible for ensuring that this Policy and addendum are implemented, working in partnership with colleagues on reception and in the admin team who have specific key responsibilities.

All colleagues must ensure that:

- If they see a person who is not a student beyond the school's reception areas, who is not wearing a lanyard or is wearing a red lanyard and is unaccompanied, they escort them back to the main school reception.
- When inviting visitors onto the school site they have prior authorisation from the school's Headteacher to do so. If in doubt colleagues should ask the school's Business Manager whether an individual is authorised or is in an authorised category.
- They work with the school's Business Manager to manage the school's Approved Visitor List and ensure that the required checks are carried out in a timely manner prior to visits taking place.
- If they are expecting a visitor they have notified colleagues working in the admin office in advance of the name of the person/s visiting, their expected time of arrival, the organisation they are from, the purpose of their visit and where relevant, who will collect them from reception.

Failure to comply with this Policy and addendum may be managed in accordance with the school's Disciplinary Policy.

#### 5. Protocol for all visitors on arrival- please also see COVID 19 addendum

- **On arrival at the school site all visitors must immediately report to the school's main reception. They:**
- Must confirm their name, the purpose of their visit and who they are expecting to meet.
- Must sign in using the school's electronic signing in system, and in doing so provide written confirmation of their name, the organisation they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration. The visitor's photograph will be taken by the system.
- Will be made aware of the school's safeguarding procedures and relevant health and safety information, and by signing in confirm their acceptance and understanding of the requirements detailed.
- Will be issued with a red or green lanyard with their identification badge, which they will be required to visibly wear at all times.

- Must be escorted from reception by their school point of contact, unless they are on the school's Approved Visitor List, the admin team have been notified in advance of their arrival and they have previously attended the school site.

## 6. Visitor categories

The school manages visitors by placing them into one of two categories:

- i) Those who aren't listed on the school's Single Central Record
- ii) Those who are, and are therefore on the school's Approved Visitor List

The school's Business Manager is responsible for ensuring that the school has an accurate and up to date Single Central Record. In accordance with Keeping Children Safe in Education 2020, it is a requirement that relevant visitors from external agencies, including teacher supply agencies, are recorded on the Record. The school also records trainee teachers placed by ITT providers, volunteers and subject to frequency of visit and nature of work, contractors.

Visitors who will not be engaging in regulated activity<sup>1</sup> in school, for example parents, carers, people attending interviews, meetings or carrying out work under supervision, are not required to be listed on the school's Record, however the school will list contractors who whilst not working in regulated activity will have access to learners around the school site.

The school's Record informs the Approved Visitor List. The school will always seek to inform visitors if they are required to undergo relevant safeguarding checks prior to their visit to allow them to be placed on the Record and the List. This may include checks being undertaken directly by the school, or receipt by the school of confirmation that an external organisation has carried out the checks. The checks that will be carried out on the visitor's arrival at school are in addition to these checks and must also be completed.

The school will not accept 'blanket' confirmation from external organisations that their staff have been subject to the required checks; confirmation must relate to named individuals and provide information specific to them. Nor will the school accept copies of letters from organisations which are presented by the individual arriving on site; email confirmation must be received directly from the relevant organisation.

## 7. Protocol for visitors who are not on the school's Single Central Record

- **Visitors who are not listed on the school's Single Central Record will be provided with a red lanyard. They:**
- Must be supervised at all times by a Trust colleague who has enhanced DBS and barred list clearance. These colleagues can be identified by their blue staff lanyard.
- Must never be allowed to move about the school site unaccompanied or be left unaccompanied in a part of the school where they can access learners.
- Must not be asked to provide sight of a DBS certificate.

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<sup>1</sup> [Defined in accordance with Keeping Children Safe in Education 2020.](#)

- Must be escorted back to reception to sign out when they leave.

**If anyone wearing a red lanyard is not accompanied by a colleague wearing a blue lanyard, they must be challenged and escorted back to the school admin office.**

## **8. Protocol for visitors who are listed on the school's Single Central Record**

- **Approved visitors will be provided with a green lanyard if the school is satisfied that all required safeguarding checks have been undertaken and verified on arrival. They:**
- Must on their first visit to the school provide sight of photographic ID in the form of a driving licence or passport.

The photographic ID will be viewed by a member of the admin team with designated responsibility or the school's Business Manager. They will then complete a form to confirm that identity has been verified, and the proof of identity that will be accepted on each subsequent visit; for example a Local Authority or NHS employee identity card. The only driving licence or passport information that will be recorded on the form will be the visitors full name.

- Must, when asked to on any subsequent visits, provide sight of the proof of identity agreed with the school.

In addition to this if a visitor is a supply teacher from a supply agency, a volunteer whose DBS check has been carried out by the Trust or is self-employed **they:**

- Must on their first visit to the school show their original DBS certificate to the School Business Manager or member of the admin team, so that the information therein can be recorded in accordance with the Trust's Policy on the secure handling of information provided by the Disclosure and Barring Service. A copy of this policy will be made available to these visitors when sight of their DBS certificate is requested.

Approved visitors may move freely around the school site to carry out work. They will be allocated a door pass to enable them to do so, and will be responsible for keeping the pass secure and returning it to the admin office when they leave the school site.

Subject to confirmation from the school's Business Manager that all of the required checks have been completed, trainee teachers placed by ITT providers, and at the discretion of the Headteacher staff from external agencies who work in school on a daily and long term basis, may be given a blue staff lanyard.

## **9. Protocol for all visitors on leaving the school**

- **On leaving the school site all visitors must leave via reception, sign out and return their identification badge, green or red lanyard, and door pass where provided.**

## **10. Policy Addendum – Visitor and contractor management during the COVID 19 pandemic**

The requirements in the Trust's Visitor Management Policy will continue to be implemented as normal during the pandemic, with additional safety measures as part of our approach to securing effective infection prevention and control. These additional measures are as follows:

- Other than in the event of an emergency, visitors must not attend the school site without an appointment and prior authorisation by the Headteacher
- Visitors who are to attend the school site during school hours will be kept to a minimum, and where possible appointments arranged to take place before or after school
- Visitors will be issued with information about what is expected of them whilst on the school site, including health and safety protocols
- On arrival visitors will be asked to:
  - Use the hand sanitiser provided
  - Report their name and purpose of visit to reception staff, follow the signing in instructions provided, and then wait in the allocated area of main reception. Reception staff to wear PPE (gloves) to check ID if required
  - Wear a disposable red or green badge in place of the usual red or green visitor lanyard that would be provided
- During their visit visitors will be asked to:
  - Abide by the school's health and safety protocols at all times, including in relation to social distancing and hand and respiratory hygiene
- On leaving visitors will be asked to:
  - Use the hand sanitiser provided
  - Report their departure from the school site to reception staff, following the signing out instructions provided
  - Dispose of the red or green badge worn in the bin provided
- Visitors who are contractors will also be required to adhere to the Trust's Contractor on Site Policy (COVID19) overleaf.

## **Contractor On Site Policy (COVID-19)**

The following protocol should be followed in relation to contractors working at schools as a result of COVID-19.

- Contractor compliance visits must continue to take place as normal.
- All contractors must make an appointment prior to arriving at site.
- Contractors working within the school during school hours should be kept to a minimum and if possible appointments arranged to take place before or after school.
- Schools should only permit visits by contractors during school hours when they have the resources to ensure that site protocols can be strictly followed.
- Contractors should make available to the school their RAMS that include their COVID19 management measures. These must be checked by the school.
- Contractors must be made aware of the school COVID19 procedures in place and agree to follow them before being allowed onto site.
- For short duration works contractors must be permitted by the school to use school welfare facilities.
- For small project works where it is not practical for contractors to use shared school welfare facilities works must be undertaken outside of term time or contractors must provide their own welfare facilities.
- For larger projects contractors are expected to provide their own dedicated welfare facilities and should not use school facilities.

### **11. Further guidance**

If you have any questions in respect of this Policy during your visit please ask at reception.

Prior to your visit please call 02476 637 381 or email [admin@parkgate.coventry.sch.uk](mailto:admin@parkgate.coventry.sch.uk)