

Health & Safety Policy

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Approved By	
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Notes	



Brookside Primary School

Championing Children's Potential

Introduction

Brookside Primary School welcomes many visitors during the course of the day who often make an important contribution to the life and work of the school in many ways. It is the intention of Brookside Primary School that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises. The School is responsible for ensuring the security, wellbeing and safeguarding of our students at all times and is equally responsible for the wellbeing of the whole school community and we take this responsibility seriously.

Aim

To ensure the safety of pupils, staff and other adults and young people on the premises.

Visitor Admissions Policy

Visitors to the school will fall into a number of categories including:

- Parents, carers, and family members arriving with, collecting or visiting children within the setting
- Oak Trust members
- Governors
- Education professionals such as Educational Psychologists, music tutors,
- LA representatives
- Healthcare professionals carrying out screening checks with groups or working with individual children, for example Speech Therapists
- Government officials including HMI & Ofsted inspectors
- Sports Coaches
- Supply teachers
- Local Councillors
- Members of the Press or Media
- Prospective parents looking around the school
- Contractors carrying out work e.g. building maintenance
- Work placement students
- Parent helpers
- Religious leaders
- Peripatetic music teachers
- Students

Protocol and procedures for visitors invited to the school

1. Before a visitor is invited to the school, the Headteacher, SLT or Family Liaison Officer should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.
2. All visitors must report to reception first and must not enter school via any other entrance.
3. At reception, all visitors must state the purpose of their visit and who has invited them – They should be ready to produce formal identification if required.
4. All visitors will be asked to sign in using the school entry sign system at reception.
5. All visitors will be required to wear a visitors badge.

6. Visitors will be escorted to their point of contact or their point of contact will be asked to come to reception to receive them. The contact will be responsible for them while they are on site.
7. At the end of a visit, the visitor will be escorted back to reception and sign out using the school entry sign system with their time of departure and return their visitors badge.

Any visitor in school not displaying a school's visitors badge will be politely challenged by members of staff to enquire who they are and the purpose of their visit. They will then be taken back to reception to get a visitor's badge and sign in.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately by the Headteacher or Deputy/Assistant Headteacher, and the Premises Officer should be informed promptly. The Headteacher will then consider the situation and decide if it is necessary to inform the police.

Parents and carers who are collecting their children during the school day do not need to sign in and out as a visitor. They must wait at reception and a member of staff will collect their children. Procedures for taking children out during the day must be followed and recorded in the appropriate book in the office.

DBS Checks

The majority of people visiting school on business reasons will have a DBS check and will carry evidence of this. In these cases we will need to see the DBS form itself so that we can check the reference number on their initial visit to the school and log the details where appropriate.

The information from the DBS form will be logged on the appropriate log sheet which is a part of the central record. This will need to be done only once as for subsequent visits a visual check only will be necessary.

Visitors to the school without a valid DBS certificate must not be allowed to have unsupervised access to children or to the building itself unsupervised.

Volunteers including parents and work experience students:

Volunteers support the school in a number of ways, including:

- supporting individual pupils and small groups;
- hearing pupils read;
- helping with the supervision of children on school trips or swimming;
- helping with art or subjects involving other practical activities;
- building links with the community
- providing expertise
- volunteers are classed as unpaid employees and undergo the rigorous recruitment checks as detailed by safer recruitment

Whilst external contributors can bring a wealth of skills and expertise to the school setting, it should be recognised that they may have no formal training in classroom management and teaching and learning strategies.

Visitors should not be left alone to work with pupils unless they have a valid DBS certificate.

Sports coaches

All sports coaches must meet with an appropriate member of staff before setting up a new club. They must bring a valid DBS check, insurance details and first aid certificate which the office will photocopy and keep a record of. Sports coaches must agree on a set number of sessions and a maximum number of children that can participate. They must follow the procedures set out for visitors.

Any sports coaches running sessions during PE lessons for a whole class must be supervised by the class teacher.

Dissemination

This policy is publicised to all in the school community through the office and is available on the school website.

Monitoring and Evaluation

Feedback on visitors to the classroom will be given to SLT