

1. Policy Statement

The Governing Body assures all visitors and volunteers a warm, friendly and professional welcome to Arvalee School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils and staff from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS and ALL VOLUNTEERS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor’s escorted departure from the school site and may lead to the Governors taking further action to restrict the access of the visitor to the school grounds.

The Governors recognise that due to the move to the new building in the academic year 2016/17 this policy is being monitored in detail and the parking and the procedures to approach the building and the use of the two entrances is under review. However, the Governors have agreed this policy as an overarching document until the Department of Education has completed the approaches to the school entrances in line with the Strule Shared Education Campus.

2. Aim

To safeguard all children under this school’s responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Arvalee School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

By implementing this policy the School seeks to uphold the Rights of the Child focusing on the following Articles from the Charter of The Rights of the Child;

- To keep the child safe from harm, abuse and intimidation (Articles 3, 4, 11, 13, 16, 19, 23, 28, 29, 30, 35, 41)
- To ensure that the child is kept central in all conversations and school activity (Articles 3, 23, 27, 28, 29, 31)
- To ensure that all are treated with respect, afforded privacy and protected from discrimination (Articles 2, 23, 30)
- To ensure parents/carers, Health Agencies and other agencies have the appropriate support, procedure and opportunity to support the education of the child (Articles 18, 24, 29, 41)

The Rights of the Child can be accessed on the Arvalee School Web Site in the Policies and Documents Section (www.arvaleeschool.co.uk/documents/policies).

3. Policy Responsibility

The Principal is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's building supervisory staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Principal.

4. Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

5. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

It should be noted that the School is not a public building and the Governors have the responsibility to ensure that the school grounds are kept safe for all those using the building. They exercise this responsibility by monitoring the work of the Staff with the delegated responsibility to implement the policies that are ratified. This responsibility requires the Principal to ensure that this and other related policies are implemented.

This policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including Therapists, peripatetic teachers, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents, carers and volunteers
- All pupils
- Other Education related personnel (e.g. EA Officers, ETI Inspectors)
- Other Health Professional (e.g. Social Workers)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

6. Protocol and Procedures

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below).

It should be noted that Staff are engaged in professional duties and teaching and learning from 8.45am until 3.15pm and may not be available. Please ensure that appointments are made through reception who can establish the availability of the staff or School Leadership.

All who visit the school whether by appointment or 'cold calling' must follow the procedure below.

At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit. The Visitor must follow the directions of the Staff as to where to park and access the building.

Once on site, all visitors must report to reception first. **No visitor** is permitted to enter the school via any other entrance or go to any part of the school under any circumstances without reporting to reception.

At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors and Volunteers will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration and visitor badge number.

All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. **The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List (See Section 8).**

Parents who wish to speak to a teacher must report to reception and wait for a member of staff who will identify if the staff members or School Leaders are available.

(It should be noted that the Leadership of the School also has a significant workload of duties. Please try to make an appointment to ensure that the education of the pupils is not disrupted and that your visit can be facilitated).

NOTE: Parents who are waiting at reception to speak to a member of staff briefly are not required to sign in, however if they are staying for a length of time or entering the classroom they must follow the above policy.

7. Unacceptable Behaviour

Everyone who enters Arvalee School, pupils, staff, governors and visitors, should be treated with respect and courtesy.

If this does not occur the behaviour may be deemed as unacceptable. If this becomes an issue from either

- A member of Staff who has treated or is treating a visitor unacceptably:

If a visitor believes they have been mistreated on a visit to Arvalee School, the Complaints Procedure must be implemented. The Visitor should request to meet with the Principal or a Senior Leader as soon as possible. The Complaints Policy can be accessed on the School Web Site or requested from the School Reception.

Or

- A Visitor who has treated or is treating a member staff, pupil or another visitor in an unacceptable manner;

This includes any person visiting or accessing the school for any reason including EA Officers, Parents, Presenters, contractors, Transport personnel etc. This should be referred to the Principal who will investigate the incident and build a picture of what has occurred.

The Principal or a Senior Leader will seek to interject in the situation and speak to the visitor. This action may include

- escorting the individual or group from the school
- giving the individual or group a copy of this policy
- contacting the police if necessary

However if the unacceptable behaviour continues the Principal will report this to the Board of Governors who will instruct the Leadership on the appropriate action.

This action may include

- forwarding a written warning from the Governors advising the individual or group of this policy,
- monitoring the situation,
- contacting the Education Authority DARS department and
- if the behaviour continues referring the situation to the Education Authority Legal Department who will instruct the Governors on proceeding to enforce 'restricted access' to the school grounds (See Section12)

8. Approved Visitor and Volunteers List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced Criminal Records Bureau check and a copy of this has been registered on the School's Central Record AND
- b) A current clear Criminal Records Bureau check has been undertaken by the Principal or Education Authority Building and Premises officers
- c) They have the authorisation of the Principal to travel around the school site unaided.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be kept behind reception.

9. Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

10. Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. This is the responsibility of all staff.

They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply

11. Governors and Volunteers

All governors and parent helpers/volunteers must comply with Criminal Records Bureau procedures, completing a CRB disclosure form (if not already held) via the School office.

- The School must check all governors and parent helpers CRB certification is current

Please note that Governors should sign in and out using the Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class-supporting role.

12. Non-Compliance to this policy

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or Senior Leader if neither is available) should be informed promptly.

The Principal or Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

If there is persistent negative behaviour from any visitor this must be reported to the Principal who will ensure it is reported to the Governors and Education Authority who will decide on the appropriate action to be taken. This may include the visitor having 'restricted' and/or 'limited' and/or 'no' access to the premises (See Section 7).

13. Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

14. Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Child Protection Policy (Reviewed April 2019)
- Healthy and Safety Policy (Reviewed September 2017)
- Fire Safety Policy (Reviewed November 2017)
- Confidentiality Policy (Review February 2017)
- Security Policy (Reviewed March 2017)

Also note:

- TNC 2011/2: Policy Statement on Tackling Violence and Abusive Behaviour against Teachers (www.education-ni.gov.uk/sites/default/files/publications/de/policy-statement-on-tackling-violence-against-teachers-tnc2011-2.pdf)

15. Policy Review

This policy was reviewed in September 2017 in line with the current new school Building and will be reconsidered in September 2019.

It should be noted that this Policy will be monitored very closely in line with the implications of the construction and shared policies/procedures of the Strule Shared Education Campus that is due to be opened in September 2023.