



St Joseph's Preparatory School Visitor's Policy

Co-ordinator: Mr D. Hood
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INTRODUCTION

St Joseph's Preparatory School has a legal duty of care for the Health, Safety and Security of all its pupils and staff. This duty of care incorporates the duty to safeguard all pupils and it is the responsibility of all School staff and Governors to ensure that this duty is upheld at all times.

POLICY OBJECTIVE

To provide a clear procedure, which conforms to latest safeguarding guidelines, for the admittance of external visitors to School and for this procedure to be known, understood and upheld by all Staff, Governors, parents and visitors.

ACCESS TO SITE

Access to the School site is controlled by a timed gate, pedestrian gate and also a video camera on the front door. A member of staff is always on duty at the pedestrian gate at peak times when the gate is open.

GENERAL PRINCIPLES

During the Covid-19 pandemic any visitor coming onto site is expected to adhere to the School Visitor Policy as it applies to them.

In order to keep pupils, staff and visitors to the School safe we ask that visitors to the School complete a Covid-19 Visitor Declaration Form (Appendix A). This should be forwarded to them by their School host, with a request to return it completed prior to their planned visit. Their School host should then forward the completed form to the Reception who are co-ordinating the keeping of records in line with the requirements of NHS Test and Trace. If there are any concerns raised on the completed form they should be forwarded to the Headteacher for further investigation.

NHS QR codes are available should visitors choose to use them to check in using the NHS Covid-19 app. (This is in addition to the Covid-19 Visitor Declaration Form that they will be expected to complete and does not replace it.)

If a visitor has not completed a Covid-19 Visitor Declaration Form prior to their visit they will be asked to do so upon their arrival.

Visitors should be advised that if they become unwell with a new and consistent cough or a high temperature, or have a loss of, or change in their normal sense of taste or smell they should not come into School.

Visitors will be requested to wear face coverings when coming into School buildings, and where two metre social distancing cannot be achieved. There are, however, some exemptions with regards to the wearing of face coverings and these include:

- Those people who cannot put on, wear or remove a face covering because of a physical or mental illness, impairment or disability.
- Those who speak or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.

Further information can be found [here](#).

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

School visitors must report to the Reception upon their arrival on site. At the reception, all visitors must state the purpose of their visit and who they are here to see. The visitor should be ready to produce formal identification upon request.

All visitors will be asked to sanitise their hands upon arrival.

All visitors will be asked to record their details with Reception. They will be asked to detail their name, organisation, who they are visiting and if parking on site car registration

All visitors will be required to wear a School identification badge on a white visitor lanyard which must remain visible throughout their visit, unless there is a health and safety reason why this cannot take place, i.e. working on machinery where there is a risk of entanglement. (Lanyards will be sanitised between each visitor to reduce the risk of Covid-19 transmission.)

Visitors will then be escorted to their contact member of staff or their contact member of staff will be asked to come to the 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.

Visitors' Departure from School

On departing, visitors must leave via the Reception and:

- Return their lanyard.
- Leave the site immediately and, where possible and deemed necessary, should be monitored leaving via the main entrance.

VOLUNTEERS

The School where practicable, accepts young people on work experience where departments can accommodate them but it is essential that proper arrangements are made, particularly with regard to supervision, safety and insurance.

All Volunteers must be signed off by the Headteacher before they are able to start. Volunteers are required to sign in at the Reception on a daily basis. Under no circumstance will the School permit an unchecked volunteer to have unsupervised contact with pupils. In the rare occurrence that a DBS certificate is not obtained, the volunteer shall be engaged under a non DBS Risk Assessment, and supervised at all times.

They will also be expected to adhere to the following protective measures put in place to reduce the risk of transmission of Coronavirus, namely:

- If they are experiencing any of the following symptoms they should be advised not come onto site:
 - o a high temperature,
 - o a new, continuous cough
 - o a loss or change to sense of smell or taste.
- Social distancing, i.e. to maintain at least a two-metre distance between themselves and any other person. If this is not possible a face covering should be worn.
- Adhere to all protective measures such as effective handwashing, use of hand sanitisers, use of face coverings.

The member of staff responsible for the volunteer(s) should forward a copy of the School's Covid-19 Visitor Declaration Form to them, with a request for it to be completed and returned to them before they come onto

site. The School will share this information with external agencies as part of the NHS Test and Trace process.

All completed forms should be forwarded to the Reception for safe storage.

VISITING SPEAKERS

The *Prevent* statutory guidance requires schools to ensure that any visiting speakers who might fall within the scope of the *Prevent* duty, whether invited by staff or pupils, are suitable and appropriately supervised. This means that even in cases where specific vetting checks are not required, action must be taken to ensure that they are suitable.

All visiting speakers must have a nominated point of contact at the School (the Organiser)

- The Organiser must complete the Visiting Speaker Form (Appendix 1) and this should be authorised by the Headteacher in advance of the visit.
- This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.
- The Organiser must send a copy of the Guidelines for Visiting Speakers to the speaker in advance of their visit (Appendix 2). This needs to be signed and returned, as a minimum this can be signed by the visiting speaker at reception on arrival.
- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable; this is to be submitted to the Headteacher along with the Visiting Speaker Form.
- The organiser must also ensure that the content of presentations is agreed beforehand.
- The Headteacher will keep a formal register of all visiting speakers, this is recorded on the spreadsheet. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visitors to provide photo ID upon arrival at the School, the Reception should check this and verify the Speaker's identity.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation
- The organiser will conduct an electronic post-event evaluation of how the visit met the needs of our pupils (Appendix 3) and return to the Headteacher.

PARENTS

Parents and guardians of current St Joseph's pupils will need access to the campus at the beginning, end, and due to special circumstances, at other times of the school day, in order to drop off and collect their children. In addition to Parents' Evening, parents may also be invited into school for face-to-face meetings with staff at a range of other times, in which case the relevant staff would meet parents in the Reception where they would be signed in before, and signed out following, the meeting.

Prior to them attending School they should be forwarded a copy of the School's Covid-19 Visitor Declaration Form with a request to complete and return it to the School prior to their visit taking place. If this is not possible a form should be completed upon their arrival at Reception.

Whilst face coverings do not need to be worn when collecting pupils on the playground they should also be advised that face coverings need to be worn when attending School and that the protective measures put into place to protect against Covid transmission need to be adhered to.

GOVERNORS

All governors must hold a satisfactory enhanced DBS certificate and be listed on the Single Central Register.

Governors should sign in and out at the Reception unless they are here to attend a formal committee or full Council meeting, in which case their attendance is recorded within the meeting.

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

Unidentified individuals on site

All School staff are required to wear their individual photographic id badge when on site at work. The badges can be affixed directly to clothing with a clip or worn on a staff lanyard. Any person on the school site who is not wearing a visible identity badge or lanyard should be challenged politely to enquire who they are and their business on site. If necessary, they should then be escorted to reception to sign in and be issued with a visitors' lanyard. The procedures of this Policy should then be applied.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately by a member of SLT. The Reception, and Headteacher should be informed promptly. The incident will be reviewed by available members of SLT and consideration will be given to whether it is appropriate 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 requested.

Staff Awareness

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

Due to the opportunity for the general public to access the School site when gates are open, it is essential that all members of staff are committed to ensuring that all provisions of this policy are adhered to. This will assist in quickly identifying whether an unknown individual is a legitimate visitor to the site or not.

Visiting Speaker at St Joseph's Preparatory School Form

Appendix 1

Name of Speaker and Organisation (If applicable)	
Speakers contact Details	
Date of Proposed Visit	
Name of Organiser	
Reason for Visit	
Please give a brief outline of the information to be communicated in the Speakers talk to St Joseph's Prep School pupils	
Please provide below evidence of research carried out on the speaker, including any internet links:	

Organiser to sign below to confirm:

- That you have carried out biographical research.
- That the content of the presentation has been agreed.
- That you have requested a copy of the presentation/speaker notes and **attached it to this form** or as a separate file.
- That, where applicable, you have requested a copy of the Speaker's risk assessment for any practical to be carried out.
- That you have sent the Guidelines for Visiting Speakers to the Speaker well in advance of the visit.
- That you have sent them a Covid-19 Visitor Declaration Form and asked that it be returned to you complete before the visit takes place.
- That you have asked them to read and adhere to the Covid-19 risk assessment which are accessible on the School website.
- That you will check and verify photographic proof of ID on arrival.
- That the Visiting Speaker will be accompanied whilst on site at all times.

Organiser Name	
Date	

In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation. This form is to be returned electronically to the Headteacher

Guidelines for Visiting Speakers

Appendix 2

St Joseph's Prep School values visits from speakers that enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility is to ensure that they can critically assess the information they receive as to its value to themselves and that the information is aligned to the ethos and values of the School and fundamental British Values.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, July 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisations without express permission from the Headteacher.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

Your attendance at the School will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.

Please ensure that you bring photographic proof of ID with you on arrival for checking at Reception.

Please sign and return this form to the event organiser.

Signature	
Print Name	
Date	



COVID-19 Visitor Declaration Form

St Joseph's Prep School is taking a highly precautionary approach to manage the spread of COVID-19, which is in line with the latest national and local guidance. Your participation is important to help us to take precautionary measures to protect us all.

We are, therefore, requesting that all Contractors and Visitors, and wherever possible, prior to coming into School confirm the following:

- That you are not showing signs and symptoms of COVID-19, namely:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
 - a loss or change to sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- That if you present with any signs of COVID-19 before your visit you will not come into School and will follow current national guidance.
- That, where applicable, you have self-isolated for 14 days if you have travelled from areas not covered by the travel corridor exemption.
- That, to the best of your knowledge, you have not had close or casual contact with a person who has tested positive for COVID-19.
- That you will follow at all times the School's protective measures put into place to protect yourselves and others.

I acknowledge and accept that by signing this declaration I have given my consent to St Joseph's Prep School to record and store this information for the purpose of ensuring the safety of all persons that may encounter me during my visit and that, if required, it will be shared with external agencies as part of the NHS Test and Trace process. (It will be retained in hard copy format at Reception and will only be accessed by authorised staff. The School will only retain this information for as long as it remains relevant and for a maximum of one month.)

Visitor name (please print):	
Visitor contact details:	
Visitor signature:	
Date:	