

Watermill School

Sept 2020

Procedure for Visitors and Staff on site



# WATERMILL SCHOOL

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Version:1  
Date: April 2017



## **Objectives**

To account for all of our Staff, Pupils and Visitors at any particular time. To ensure their safety through a controlled procedure especially with regard to fire or other significant events that may put in jeopardy an individual's wellbeing.

## **Statement**

Watermill School welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular Safe Guarding checks and Health and Safety requirements. It is the responsibility of our visitors to acquaint themselves with these procedures and all will be offered the chance to review our policies and procedures on arrival and essential Health and Safety information will be brought specifically to their attention on arrival.

## **Aims**

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school. Visitors themselves can benefit from contact with the pupils and staff. Notwithstanding this, Watermill School recognises we need to discharge our Duty of Care to all Staff, Pupils and Visitors and as such attempt to take all reasonable precautions to regulate and monitor the flow of visitors to our site and movement of individuals throughout the course of the school day.

Visits from agencies such as Drama Groups, workshops, Play Groups and Sports Instructors etc. are made available and encouraged for all groups of pupils. In arranging such visits, teachers should consult with the Head Teacher or Deputy Head prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience.

## **Procedures.**

### **Day to day visitors.**

All visitors to the school should report to Reception. They will be signed into the building in the signing in book (Appendix 1). At this point it is established if the visitor has had a DBS as this determines what access around the school they will have. Visitors with a DBS will be allocated a card with a blue lanyard and this will give the full access around the school with a swipe card. Those visitors who do not have a DBS will be allocated a pass card with a red lanyard and must be escorted by either a member of staff or a visitor with a blue lanyard. If anyone with a red lanyard is left on their own they will be challenged by any member of staff and reported to the main office immediately.

Staff should inform reception of expected visitors so that they can be recorded in the diary.

Contractors need to be signed in before being introduced to the caretaker who will provide relevant access to the site as is required. Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.

If any visitor is to be regularly working with pupils in school then they go through the Safeguarding procedures and their details to be recorded on the School Single Central Record.

All visitors must return the visitor's badge before leaving the site and be signed out by Reception staff.

#### **Note for Phone Users:**

**An increasing number of mobile phones now have built-in cameras and have the capability to capture copy and transmit images through a range of technologies and formats. Employees should not take or transmit images of pupils and colleagues on their personal mobile phone. Phone use is completely prohibited in our EYFS classrooms and any areas of the school where our Intimate Care Policies are in use. Staff should secure their phones before entering the classroom.** General use of mobile phones is to be kept to a minimum in other areas of the school (staff rooms may be used for members of staff to use phones. The Head Teacher, Deputies, Social Worker and Site Supervisor are allowed to use phones around the school). The school informs visitors that we are a mobile-free zone in school, signs are in reception to advise visually no mobile phones, anyone seen on their phone will be challenged by a member of office staff.

#### **Staff Signing In and Out**

Staff are expected to sign in on arrival into the building and out at the end of the day via the electronic swipe system on the main doors in reception.

If for any reason staff leave site during the day for an appointment or illness they are to sign out in the main office by signing the Staff sign out/in book, their line manager must also be advised of their whereabouts as it is essential that classroom cover is maintained at safe levels at all times. A form requesting special/compassionate leave or a return to work form must also be completed immediately on return to school.

It is the responsibility of the staff member to sign out/in pupils in SIMS in their charge during the course of the school day – any pupil sent home during the day needs to be recorded on SIMS and the whiteboard in the office.

#### **Pupils leaving site.**

Pupils on being collected by their parent/ carer must be signed out by noting the whiteboard in the office

#### **General Notes**

On the occasion of the unexpected visitor, the first point of contact should be with the reception. Staff are reminded 'to ensure that visitors and callers to the school.....feel that personal relationships and day to day interactions are characterised by caring, courtesy and respect'.

Watermill Extended Schools Provision will maintain the same procedures for monitoring any visitors.

#### **Pupils & Staff Leaving Site**

On all occasions when a pupil leaves site with a staff member an EVOLVE visit plan must be completed and authorised prior to the trip taking place. This is to include a transport risk assessment, a risk assessment of the activity taking place and if available a risk assessment provided from the venue if this is appropriate.

Parental consent forms must be obtained and a check made of the pupils medical records must be made prior to the trip taking place.  
In addition to the staff member and the pupil(s) being signed out a trip checklist form must be completed and signed by an SLT member before you leave (Appendix 2).



## EVOLVE – Off site activities

Date: ..... Time out: .....

Evolve Number: ..... Time Returning: .....

|  |  |
|--|--|
| Visit details/venue  |  |
| Mini bus booked or alternative transport                                     |  |
| Trip letter attached to evolve   |  |
| Staff Members attending  |  |
| Staff mobile numbers while off site  |  |
| Staff first aider  |  |
| Pupil medical records consulted prior to visit                               |  |
| Medication   |  |
| Lunches/kitchen advised if applicable  |  |
| Transport arranged   |  |
| Parental consent   |  |
| Pupil contact lists  |  |
| Any changes made to the original EVOLVE submission – please note all changes |  |
| Teacher signature  |  |
| SLT sign off   |  |

**NB: If this form is not signed off by an SLT member you will not be allowed to take pupils out of school**