

## Forres Sandle Manor (Non-Academic) Policy

Policy Title	Visitors
Policy Lead (Appointment (& Initials))	Head (JW)
Date of Last Review	February 2019
Date of Next Review	February 2020

### VISITORS

#### **INTRODUCTION**

FSM has a duty of care to children at FSM and to any persons visiting FSM. That responsibility extends to ensuring that everyone on site can be accounted for in the event that FSM buildings are evacuated because of fire or any other reason. Accordingly, FSM operates a policy of recording the arrival and departure of visitors, and will require visitors to wear a badge whilst they are on site to ease identification.

#### **PROCEDURE**

All visitors to FSM will be required to book in at the Main School Office, and they will be issued with a visitors' badge, which should be worn at all times. Visitors/Visiting Speakers to FSM wait in the School Office or in the Front Hall until they are collected by the person whom they have come to see. Once the visit is complete, the escorting member of staff must ensure that their visitor signs out and returns their badge on leaving.

#### **SPECIFIC STAFF PROCEDURE**

If staff are aware of visitors to the school the School Office should always be informed so it can be entered in the diary.

All visitors to the school should either be met by the school employee they are visiting or escorted to them once they have signed in.

All visitors to the school will be made aware of the following information:

**Emergency** – *If the fire alarm should sound, please leave the building by the nearest safe exit and proceed to the assembly point, which is behind the Main School Building. Do not re-enter the building until you are told it is safe to do so.*

**Smoking** – *Smoking is not permitted anywhere on site*

**Safeguarding** – *FSM's Designated Safeguarding Lead is Judy Cochand (Deputy Head Pastoral).*

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share these commitments. As part of these wider duties and in line with our **PREVENT duty** we should protect children from the risk of radicalisation. Visitors are expected to promote tolerance and respect for all cultures, faiths and lifestyles. Any safeguarding concerns should be reported directly to the DSL or School Office.*

## **VISITING SPEAKERS**

Staff must not invite speakers into school without first completing the Visitor Checking Log Sheet and receiving permission from the SLT. A copy of the completed sheet is to be retained by the School Office.

Before they visit Staff must:

- Undertake due diligence to ensure that visiting speakers are appropriate.

Through completion of the Briefing sheet for Visitors and Volunteers:

- Inform visiting speakers the School has a commitment to safeguarding and preventing radicalisation.
- Inform visiting speakers School Policy requires speakers to be supervised at all times.

On the day of the visit, the staff member responsible must:

- Meet their visiting speaker, check their identity and initial the Visitor's Book at the time of arrival to confirm that these checks have been undertaken.
- Complete the *Visitors Checking Log* sheet provided by the School Office.
- Ensure that speakers are supervised at all times.

The only exception is when contractors are carrying out maintenance or similar work on machinery or equipment, and the time required for the work makes it impractical for a member of staff to remain with them. This policy applies throughout FSM.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

## **PARENTS**

Parents of FSM children may accompany their children to and from classrooms at normal pick up and drop off times. They should not enter any other buildings or rooms without first booking in as a visitor unless they are on route to the child's classroom.

Parents of boarders should not expect to visit boarding accommodation unless invited to do so by a member of staff. It is not acceptable for a child to take their parent to the boarding accommodation without the Houseparent's or Matron's permission. These guidelines do not apply on the first and last days of holidays, half terms and sleep outs.

There will be times when a parent needs to drop off a child's belongings or sports equipment. If this is taking place at normal drop off time then such articles should be left with the child's tutor/teacher. At other times all belongings should be left with the school secretary at Reception. Parents should not enter any changing room after the allotted time.

# Visitor Checking Log Sheet (Prevent Duty)



Surname		
First name		
Organisation		
Telephone	M:	W:
Email		
Website		

Date or frequency of visit	
Purpose of visit	
Who will accompany this person during their visit(s)?	

<b>Please state how this person was introduced to the school</b> <i>Please attach written evidence wherever possible</i>

<b>Identity check</b> <i>What documentation has been seen, when and by whom?</i>	
<input type="radio"/> Passport <input type="radio"/> Photo Driving Licence <input type="radio"/> Organisation ID Card <input type="radio"/> DBS certificate <input type="radio"/> Other _____	Seen by:  Date:

<b>Originator of form</b>	
Name:	Date:
Visitor approved by SLT	

Name:	Date:
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### **Safeguarding Briefing Sheet**

#### **For Visitors and Volunteers at FSM School**

While at FSM School, you have a duty of care towards the children here. This means that at all times you should act in a way that is consistent with their safety and welfare. Visitors are expected to promote tolerance and respect for all cultures, faiths and lifestyles. You will need to be supervised at all times whilst on FSM premises and if, for any reason, you are not then you should immediately return to the School Office or the Front Hall, in the event that the School Office is closed.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the school Designated Safeguarding Lead (DSL), who is Judy Cochand, Deputy Head Pastoral or Jody Wells, the Headmaster.

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behavior that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the DSL or headmaster. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive.
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to other individuals so that the appropriate support can be given – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it, and give your record to the DSL, who should contact children's social care if appropriate.

The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, on the Pastoral Matters board in the Staff room.

**Remember, if you have a concern, discuss it with the DSL or Headmaster.**

### **Safeguarding Briefing Sheet**

#### **For employees awaiting DBS**

While at FSM School, you have a duty of care towards the children here. This means that at all times you should act in a way that is consistent with their safety and welfare. All employees are expected to promote tolerance and respect for all cultures, faiths and lifestyles. You will need to be supervised at all times whilst on FSM premises and if, for any reason you are not, then you should immediately return to the School Office or the Front Hall, in the event that the School Office is closed.

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The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, on the Pastoral Matters board in the Staff room.

**Remember, if you have a concern, discuss it with the DSL**  
**Briefing Sheet for Temporary, Supply and Visiting Staff**

**For supply staff and those on short contracts at FSM School**

While working in FSM School, you have a duty of care towards the children here. This means that at all times you should act in a way that is consistent with their safety and welfare. Visitors are expected to promote tolerance and respect for all cultures, faiths and lifestyles.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the school Designated Safeguarding Lead (DSL), who is Judy Cochand, Deputy Head Pastoral or Jody Wells, the Headmaster.

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The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, on the Pastoral Matters board in the Staff room.

**Remember, if you have a concern, discuss it with the DSL.**



## **FSM VOLUNTEER RISK ASSESSMENT**

FSM Volunteer Risk Assessment applies to those who are working with pupils on a voluntary basis. If they are to start at FSM **before** their enhanced DBS has been received by the school, or when a DBS is not being used. This is only appropriate at the Head's discretion. When this occurs FSM requires the member of staff in question to sign that they have read and understood the following statements:

### **I understand:**

- That I will be fully supervised at all times until a satisfactory Enhanced DBS has been received, and not given any unsupervised access to pupils until then.
- The safeguards that have been put in place.
- I will be expected to sign a Risk Assessment every two weeks until a satisfactory Enhanced DBS has been received.
- I understand the Designated Safeguarding Lead (DSL) for FSM is Mrs Judy Cochand, Deputy Head Pastoral and how to contact her should an issue arise.
- I will not be allowed to be resident, even in a temporary capacity, at FSM until a satisfactory Enhanced DBS has been received.
- I have read and understood the *Keeping Children Safe in Education (KCSIE)* document and the Staff Code of Conduct.
- I have read and understood the Safeguarding briefing sheet for Visitors and Volunteers.

Name .....

Appointment Title .....

Date .....

Signature .....

Head of Department .....

Date .....

Signature .....





## **FSM VISITING STAFF RISK ASSESSMENT**

FSM Visiting Staff Risk Assessment applies to those professionals who are working with pupils at the school on behalf of the parents' request. When this occurs FSM requires the visiting staff member in question to sign that they have read and understood the following statements:

- I have a completed DBS and FSM will hold a copy of this.
- I understand the safeguards that have been put in place.
- I understand the Designated Safeguarding Lead (DSL) for FSM is Mrs Judy Cochand, Deputy Head Pastoral and how to contact her should an issue arise.
- I have read and understood the *Keeping Children Safe in Education (KCSIE)* document and the Staff Code of Conduct.
- I have read and understood the Safeguarding briefing sheet for Temporary, Supply and Visiting Staff.

Name .....

Appointment Title .....

Date .....

Signature .....

Head of Department .....

Date .....

Signature .....



## **FSM SUPPLY/SHORT CONTRACT RISK ASSESSMENT**

FSM supply/short contract Risk Assessment applies to those who are working with pupils on a supply/short contract basis If they are to start at FSM **before** their enhanced DBS has been received by the school, or when a DBS is not being used. This is only appropriate at the Acting Head's discretion. When this occurs FSM requires the individual in question to sign that they have read and understood the following statements:

### **I understand:**

- The safeguards that have been put in place.
- I will be expected to sign a Risk Assessment every two weeks until a satisfactory Enhanced DBS has been received.
- I understand the Designated Safeguarding Lead (DSL) for FSM is Mrs Judy Cochand, Deputy Head Pastoral and how to contact her should an issue arise.
- I will not be allowed to be resident, even in a temporary capacity, at FSM until a satisfactory Enhanced DBS has been received.
- I have read and understood *Keeping Children Safe in Education* (KCSIE) (Section A) and the FSM Staff Code of Conduct.
- I have read and understood the Safeguarding briefing sheet.

Name .....

Appointment Title .....

Date .....

Signature .....

Head of Department .....

Date .....

Signature .....



## **FSM PRE-DBS RISK ASSESSMENT**

FSM Pre DBS Risk Assessment applies to those who are employed by FSM but start **before** their enhanced DBS has been received by the school, or when a DBS is not being used. This is only appropriate at the Head's discretion. When this occurs FSM requires the volunteer in question to sign that they have read and understood the following statements:

### **I understand:**

- That I will be fully supervised at all times until a satisfactory Enhanced DBS has been received, and not given any unsupervised access to pupils until then.
- The safeguards that have been put in place.
- I will be expected to sign a Risk Assessment every two weeks until a satisfactory Enhanced DBS has been received.
- I understand the Designated Safeguarding Lead (DSL) for FSM is Mrs Judy Cochand, Deputy Head Pastoral and how to contact her should an issue arise.
- I will not be allowed to be resident, even in a temporary capacity, at FSM until a satisfactory Enhanced DBS has been received.
- I have read and understood *Keeping Children Safe in Education* (KCSIE) (Section A) and the FSM Staff Code of Conduct.
- I have read and understood the Safeguarding briefing sheet for 'employees awaiting DBS'

Name .....

Appointment Title .....

Date .....

Signature .....

Head of Department .....

Date .....

Signature .....