

# Staff and Visitors On Site Protocol

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## **Objectives**

To account for all of our Staff, Pupils and Visitors at any particular time. To ensure their safety through a controlled procedure with regard to fire or other significant events that may put in jeopardy an individual's well-being. This information will be used to form the basis of an evacuation register, allow managers to review the deployment of staff, particularly those who are working part time or seen infrequently and finally assist in confirming or eliminating individuals in the event of a criminal act having been committed. This Protocol is to be read in conjunction with the school Health & Safety Policy.

## **Statement**

The Willows School welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular Safeguarding 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. Essential Health and Safety information will be brought specifically to their attention on arrival.

## **Aims**

This protocol seeks to ensure that staff are safe and accounted for and 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 The Willows Primary School recognizes 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 staff, pupils and visitors to our site and movement of individuals throughout the course of the school day and out of hours.

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 finalizing arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience. In addition the organizing staff member should ensure that these types of visits are arranged with safeguarding in mind and are fully risk assessed. Visiting professionals of this nature are required to provide evidence of a clear DBS.

## **Legal Framework**

The overarching legislation to cover this protocol is the Health and Safety at Work etc. Act of 1974. Wherein the employer was charged with a number of general responsibilities, the most wide ranging being in Section 2 para 1:

- It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees

The employer cannot possibly comply with this requirement unless he knows who is actually employed and where those individuals are at any one time. Hence the requirement to maintain some form of attendance register, much in the same way as the pupils are registered.

There are also reciprocal responsibilities on the employee under Section 7:

It shall be the duty of every employee while at work—

- to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and .

- as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

A failure to comply with a management directive to sign in /out therefore may place the individual in breach on Section 7 of the HSAW Act 1974, in addition to any organisational disciplinary policies or procedures.

Subsequent legislation, such as the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 amplify employer responsibilities, rendering them liable to legal action for failing to take adequate control measures to ensure the health safety and welfare of persons within their control, namely their employees. This information is embodied in our school Health and Safety Policy.

### **Non Staff, Day To Day Visitors.**

- All visitors to the school should report to the front office (Reception) and be signed in using the InVentry system and provide their DBS for recording in the schools Single Central Record.
- Visitors on site should be given a visitor's sticker and signed into the SCR if appropriate by the receptionist.
- 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 and all necessary permissions have been obtained.
- No visitor should not be left with pupils unaccompanied by a member of staff (a parent talking to their own child is acceptable). With the exception of qualified professionals who are known to the school and who have a recorded and clear DBS disclosure.
- If any visitor is to be regularly working with pupils in school then they go through the Safe Guarding procedures and their details to be recorded on the School Single Central Record.
- Any visitors on site who are not recognised, or who are not appropriately identified should be politely asked their business.
- All visitors must return the visitor's badge before leaving the site.

### **Staff on Site - Signing In and Out**

- Staff are expected to sign / register in as being on site on arrival into the building and out at the end of the day using the 'fob' access reader point in the foyer and upon leaving the fob reader in the reception area.
- If for any reason staff leave site during the day staff are to sign / register out and then back in.
- It is the responsibility of the staff member to sign out / in pupils in their charge during the course of the school day. Class listings are maintained on reception.

- Fob access is restricted in certain areas of the site to specific doors – for example in The Mount - some fobs have specific time restrictions associated with them to further enhance our Safeguarding arrangements.

### **Pupils Leaving Site.**

- Pupils on being collected by their parent/ carer must sign out using the InVentry system held in reception.
- Pupils leaving site as part of a school trip or activity MUST be covered by an Evolve.

### **General Notes.**

- Cold Calling is to be discouraged
- On the occasion of the unexpected visitor, the first point of contact should be with the reception or Senior Staff Member who will involve other staff and pupils as appropriate.
- Staff are reminded 'to ensure that visitors and callers to the school feel that personal relationships and day to day interactions are characterized by caring, courtesy and respect'.
- The Willows Extended Schools Provision will maintain the same procedures for monitoring any visitors.