



Newport Infant School

Adults on Site Policy

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Policy Lead	Chris Pierce
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CONTENTS	PAGE NO
Aims	3
Visitor Protocol	4
Reception parents access the school building at the start and end of the school day	5

Aims

This policy has been created to ensure that all adults who access the school site are managed in a manner which promotes maximum safety for all pupils and staff and that procedures meet with best practice for safeguarding and health and safety.

Adults who are employed by school will all hold a valid DBS certificate which has been obtained through the school. New staff will not be permitted to commence their employment until the certificate has been produced in school.

Parents and volunteers will be required to complete a DBS in order to have access to the school site unaccompanied in the same way that staff do.

Students are usually covered by the organisation with whom they are training and this documentation will need to be viewed and validated prior to any placement commencing.

Visitors to school, including those who access the site under the memorandum of understanding between the school and local authority for 0 to 5's, will need to have a valid DBS in order to access school unaccompanied. Adults who are leading a group in school will need to escort adults for whom they are responsible, at all times and will be required to sign these people in and out of school via the form available at the school office and/or via their own registration scheme provided by their employer. This information will be retained by school.

The school site remains locked between 8.50am and 3.15pm. During this time only adults with a valid DBS will be allowed to enter the building.

Where the school invite parents and carers in to participate in events in school, they will need to be signed in and escorted around the building. Staff will be aware of the arrangements and will make adjustments to the way that they consider the movements of their pupils during such times. The movement of adults around school will be minimised with a focus on avoiding walking past children's toilets and classes. Wherever possible, parents will access the school site directly from an external door which minimises the need for them to walk through the corridors on which there are classes of pupils. Where parents and carers need to access the hall through school they will be taken via the Reception quad and doors leading off this direct route will remain closed. There will be escorts provided to aid this process.

At the start and end of the day parents of Key Stage 1 pupils access the external doors to drop off and collect their children and do not access the school site. Reception parents access their child's class only and any found moving further around school are challenged by staff. The caretaker moves around school during the start of the day ensuring that parents and carers are only accessing their child's class. Fob only access doors along the far corridor and by the admin cupboard ensure that Reception parents cannot access other parts of school. A member of staff stands on every external door whilst it is open ensuring that parents and carers either do not enter or only access the designated Reception areas. The doors and playground gates are closed and locked at 9.00am and anyone entering the building after this time has to sign in at the front desk.

On receipt of information from a legal source that a parent/carer or family member must not drop off or collect a child, a photo of the person will be sought and shared with relevant adults in school to ensure the safety of the child.

On school visits only adults who have a valid DBS certificate may take children to the toilet, otherwise they may have an allocated group of pupils but will spend the day with a member of staff or an adult who does have a valid DBS.

Parents and carers who arrive during the school day to collect their child will be kept outside of the locked doors in reception and their child will be brought to them. Should they need to step inside to speak to their child, a member of staff will accompany them at all times.

The front gates to school are kept shut and locked during the school day. Access is only permitted when a member of staff has verified who is requesting access.

All staff, students and volunteers must complete an induction with the Headteacher when they start at the school.

Visitor Protocol

All visitors **MUST** sign in at the office on arriving at school.

All visitors must wear a badge whilst they are on the school premises either printed from the InVentry system or provided by the office staff.

Visitors will be asked to turn off their mobile devices whilst they are on the site and place them in a bag. If they are unable to safely store their mobile device they will need to hand it in at the office where it will be kept in a locked cupboard for the duration of their visit.

Visitors will be asked to provide a copy of a valid DBS before entering school. Contractors will need to have a valid DBS number and students on placement at the school will need to be validated by their placement provider with details of their student DBS.

Visitors who are on school site under the provision for the Children's Centre must sign into school using the InVentry and sign the sheet at the office. Where there is a group meeting the leader must sign in on behalf of the other visitors and complete the sheet showing how many adults and children are in the group.

Visiting groups to the school must abide by the following protocol:

- Only visitors who hold a valid DBS can move around the site unaccompanied
- Group leaders must meet visitors without a DBS at the front of school and ensure that they are accompanied at all times on site.

Visitors to the Children's Centre should use the toilet in Reception.

If there are visitors in school using the Children's Centre room the doors at either end of the Reception area must be closed so that there is no access to school.

Visitors will be given a copy of the school Safeguarding guide on arrival which they should read before going into school.

Parents and families who come into school for performances must sign in and be escorted through school to the site of their visit. They will not be permitted to use mobile devices except in the

Hall where it is permitted during a performance. Visitors will be reminded that photos may only be taken for personal use and any breach of this which places photos on a social media platform will result in that person being banned from using their mobile for future events.

Family members who help for Educational Visits must be known to the school. They will only be permitted to be alone with children if they hold a current DBS. All other volunteers will remain with a member of staff for the duration of their visit. All helpers will receive information about the risk assessment for the trip and will be given a briefing to ensure that they know the rules for the visit and the key educational elements and health and safety points.

Visitors must sign out before leaving the school building.

Reception parents access the school building at the start and end of the school day

In the morning they are met by a member of staff and at the end of the day they line up outside the classroom to wait for their child. At these times the internal doors in school which are lockable must be closed to limit the access.