




# TRUST STAFF, PARENTS AND ONSITE VISITOR PROTOCOL

## Document Control Table

<b>Title</b>	Trust Staff, Parent and Onsite Visitor Protocol
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<b>Signature of Approval</b>	
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## Document History

<b>Date</b>	<b>Author</b>	<b>Note of Revisions</b>
June 2021	DA	Page 2 - added on display in the school foyer
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# **ACADEMY STAFF AND VISITOR ONSITE PROTOCOL**

## **Safeguarding**

### **Statement**

The first priority of Perry Hall Multi-Academy Trust (PHMAT) is the welfare of all of our children. We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all times.

Everyone working with our children should be aware that:

- Their role is to listen and carefully note any observations that could indicate abuse.
- They should not attempt to investigate once initial concern is raised.
- They should involve the Head or DSL immediately.
- If they are not available, Mrs Cheema CEO, or the Executive Heads of the Trust should be contacted.

If any member of staff, parent or visitor to the school has a concern that a child is being harmed, or is at risk of harm, receives a disclosure (either intentionally or unintentionally), they must contact the above-named persons immediately.

Please make sure you report any concerns to the safeguarding team within school (details are on each school website, on display in the school foyer and within the Trust safeguarding Policy).

## **Objectives**

To account for all staff, pupils, and visitors at any particular time, ensuring 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 perform 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 Trust Health and Safety Policy.

### **Statement**

PHMAT openly welcomes visitors to all schools within the Trust. However, we expect them to comply with Trust policies and procedures, in particular safeguarding checks and health and safety requirements. It is the responsibility of all our visitors to acquaint themselves with these procedures on arrival as this information is presented to them by the relevant front office.

## **Aims**

This protocol seeks to ensure staff are safe and accounted for. Whilst we understand that visitors can make an important contribution to the education and experiences of our pupils, we fully recognise the need to discharge our duty of care to all staff, pupils, and visitors. For this reason, we ensure that we take all reasonable precautions to regulate and monitor the flow and movement of staff, pupils, and visitors to our sites, throughout the course of the day and during out of hours.

Visits from agencies such as music tutors, workshops and sports instructor's etcetera are made available and actively encouraged for all groups of pupils. In arranging such visits, teachers should consult with the individual Heads prior to finalising arrangements and should try to ensure that any such visits cause minimum class/school disruption or inconvenience. In addition, the organising staff member should ensure 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 DSB check.

## **Day to Day Visitors**

- All visitors to the school should report to the school office in the first instance and sign themselves in on the digital signing in system.
- All visitors should wear the printed sticker badge throughout the duration of their time in school (or school system of identification).
- External visitors should be prepared to show evidence of a clear DBS to the school office.
- Contractors will be expected to make prior arrangements before arriving on site. If their caretaker is not available when contractors are on site, they may not be permitted access.
- Contractors (e.g. builders, IT technicians, data installation etc.) must ensure they request sight of the school asbestos management plan. They must sign to confirm they have read sections of this plan which are relevant to their area of work.
- Contractors and other visitors will be required to adhere to the Trust health and safety regulations and ensure that safe working practices are followed, and all necessary permissions are obtained.
- No visitor should be left unaccompanied with any pupils 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 cleared DBS disclosure.
- Visitors who will be regularly working with pupils in schools, should read the safeguarding procedures and their details to be recorded on the Single Central Record.

- Any visitors on site who are not recognised, or who are not appropriately identified, should be politely asked their business.
- External digital storage or memory sticks are forbidden in school for all staff and visitors.
- All visitors are forbidden from using their personal mobile phones when in school (this is also displayed on a sign in each front office).
- All visitors must return the identification sticker before leaving the site.

### **Staff on site (signing in and out)**

- Staff are expected to sign in and out of school of school, both on arrival and when leaving the building.
- It is the responsibility of the staff member to sign in/out pupils in their charge during the course of the school day. Class listings are maintained in the school office.

### **Pupils Leaving Site**

- Pupils, on being collected by their parent/carer, must sign out using the class listing form in the school office or the electronic signing system.
- Passwords will be requested from the parents, carers, family members or friends collecting any children from school before the end of the school day.
- Pupils leaving school are part of a school trip or activity **MUST** be escorted in and out of school by an EVOLVE Administrator.

### **Visitor Conduct on Site**

All visitors are expected to treat staff and children in a respectful way when on any of our sites. Any threatening, abusive or violent behaviour against any staff member or child is taken extremely seriously. Examples of such behaviour are below:

- Raised voices and shouting at staff
- Swearing
- Intimidating staff
- Rallying other parents to become involved in intimidating behaviour
- Publicly voicing unsubstantiated claims about staff, pupils or the Trust.
- Using racist or sexist terms
- Using violence
- Taking alcohol or drugs on the premises
- Wilful damage to school property

- Theft
- Threats or threatening behaviour.

This list is not an exhaustive but seeks to provide an illustration of the behaviours that are not acceptable in our schools.

Anyone behaving this way will be asked to leave the premises and the Police will be called if verbal or physical harassment occurs. If necessary, action will be taken to ban anyone behaving in such a way from the school grounds.

## **General Notes**

- Cold calling should be discouraged.
- On the occasion of an unexpected visitor, the first point of contact should be with the school office, who will involve other pupils or staff members as appropriate.
- Any extended schools will maintain the same procedures for monitoring any visitors.