



Exeter Steiner School *Policy on Visitors to School*

Introduction

This policy relates to all people who need to visit the school in the course of the School year. Some will be professionals who need to work directly with young people, others will be visiting the school in order to deal with matters that relate to the school buildings rather than pupils.

The key issue for anyone visiting a school as part of their work is to ensure that their identity is checked on each visit as everyone visiting should carry identity. If a visitor cannot provide this, or cannot satisfy the School of their identity, the School will contact the person's organisation before allowing them access.

Record keeping

Every person visiting the school in the course of their work should record the visit in the Visitor's Book in the School Office, to which all visitors are sign-posted on entry to the School. The date, name, organisation represented and time of arrival and departure should be recorded.

Parents and prospective parents coming to interview do not need to sign in the Visitors' Book.

CRB checks

As well as all staff, trustees and formal volunteers, all people who have regular or prolonged contact with children, or who regularly spend a significant amount of time in School as a volunteer – for example parents/family members fulfilling their practical contribution time in the School Office – will be asked to complete an enhanced CRB disclosure.

However it is not necessary for every person who visits the School to have a valid CRB disclosure. Examples of people who do not need to apply for a CRB disclosure include:

- Parents/carers who are on site to drop off or collect children, or who are in school with their children after school;
- Parents/carers in the parent and toddler groups;
- Visitors who have business with the School Office staff or have brief contact with children with a member of staff present;
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school premises;

- People who are on site before or after school hours and when children are not present, e.g. local groups that hire premises for community or leisure activities, who only come in after children have gone home or before they arrive*.

*Where an external individual or group hires the School premises for children's activities, the School has a duty of care to ensure that they have appropriate checks in place, together with policies covering Safeguarding Children, Health and Safety and that the appropriate risk assessments have been carried out. External groups are also responsible for their own insurance.

Contractors

Wherever possible, planned work will take place outside School hours, however situations arise where contractors must come onto the premises while children are here. The School will ensure that all contractors who come into the premises to complete work during School hours have undergone the appropriate checks. Regular contracted companies, such as heating and fire equipment engineers, complete a **Permit to work** (Appendix 1) on an annual basis. The Permit includes an assurance by the company that any workers sent to the School have undergone the appropriate checks.

Checks on other public sector staff

Individuals such as advisory staff, local authority inspectors, Ofsted inspectors, SEN advisers, will all be asked for proof of their identity and suitability to be in contact with children.