



Christ Church

Church of England Primary School

Being Thankful, Celebration, Fairness, Forgiveness, Honesty, Love for All

VISITORS IN SCHOOL POLICY – COVID-19 AWARE

Our Vision

Successful and outstanding in all we do.

“I can do all things through Christ who strengthens me.” Phil 4:13

Our mission statement is:

Have Faith, Take Responsibility, Show Respect and Achieve.

- Have Faith – to believe in yourself, if you have a religion, strengthen your own faith
- Take Responsibility – for yourself, your actions, the environment
- Show Respect – towards everyone
- Achieve – work hard, persevere, be resilient and strive to be the best you can be

The ethos of our school is embedded in our Christian values:

Honesty, Forgiveness, Love for all, Celebration, Fairness’ Being Thankful, Ambition and Resilience

“Therefore welcome one another as Christ has welcomed you, for the glory of God”.

Romans 15:7

This school is committed to safeguarding and promoting the welfare of children and this policy supports this commitment.

Policy approved: At Governors policy meeting December 2016

Review Date: October 2019 **Revised in light of Covid 19 pandemic September 2020**

Next review date: October 2024

Embedding Pupil Safeguarding Awareness in the Curriculum

All teachers incorporate elements of safeguarding into their lessons where appropriate.

This involves:

- Informal conversations;
- Teacher/pupil discussions;
- Briefings for outings and trips (road safety/stranger danger etc.);
- The implementing of our e-Safety Policy regarding ICT usage;
- An awareness of any potential hazards in lessons – identifying risks and dangers.

Safeguarding is also about pupils' emotional well-being. Teachers encourage pupils to speak out if there is something worrying them, or if they are aware of, or witness something unacceptable, untoward or disturbing. Teachers promote tolerance and respect for each other and acceptance of individual differences. Teachers help pupils develop confidence and resilience and discuss what to do if things go wrong. They are approachable and show their willingness to help pupils at all times.

British Values

At Christ Church C of E Primary School we promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

This includes:

- paired and group work as sharing and working together
- making choices with an understanding that the freedom to choose and have other views is respected and tolerated
- debating social issues with an understanding of how people can influence decision-making through the democratic process
- an appreciation that school rules protect individual children and are essential for their wellbeing and safety
- an acceptance that other people having different faiths or beliefs to oneself (or having none) are accepted and tolerated without discrimination through school council elections, persuasive writing, and by promoting our Christian school values and Fruits of the Spirit as guidelines for behaviour choices.

Christ Church C of E Primary School

COVID aware Visitors in School Policy

Introduction

In order to safeguard and protect the children in our care and to protect staff along with the interests of all those who work in the school we have a policy for the admission and management of visitors to the school building.

We want our school to be welcoming to all who visit the school. This document sets out our school's policy with regard to the COVID -19 pandemic with the best possible security and safeguarding.

Aims and Rationale

At Christ Church Primary School our parents, carers and visitors recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood and lifelong learning. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parent/carers and visitors to our school about expected conduct so that we can work together to ensure a safe and positive school environment for our children.

Safeguarding standard: The school is committed to safeguarding and promoting the welfare of children and this policy supports this commitment.

The term visitor refers to the following who are currently allowed in school:

- Cleaning Staff
- Contract workers –e.g. electrician or heating engineer
- Supply staff for the kitchen/catering company
- Supply teachers
- School Governors
- Social workers and family support workers
- Therapists for SEND children (by appointment)
- Educational Psychologists (by appointment)
- LA advisers and inspectors (by appointment)
- Members of the PSA (by appointment)
- Volunteer teaching assistants as part of their education (by appointment)
- School nurses and immunisation teams (by appointment and have provided their own risk assessment prior to the visit which has been approved by SLT)
- School photographers (by appointment and have provided their own risk assessment prior to the visit which has been approved by SLT)

These visitors are currently not allowed in school:

- Clergy
- Prospective parents
- Teaching colleagues from other schools
- Peripatetic music teachers
- Students on teaching practice and students on work experience
- Volunteers in school such as; Church family or Adults from the local community

The visitor must have explored the necessity of the visit with the school to ensure that it is essential and not something that could be discussed through a virtual meeting or telephone conversation. All visitors must have a specific purpose for being in school that has been approved by the senior leadership team prior to their visit and are not expected to interact with children unless asked to do so.

Volunteer teaching assistants are **not** allowed to do the following activities:

- Take responsibility for all or some of the whole class.
- Take children off the school site without a teacher in charge.
- Deal with behaviour of a child in school if not their own.

The responsibility for the safety, health and welfare of the child remains with the class teacher at all times.

Police checks/DBS

For the children's safety, all volunteer helpers are required to have police clearance/DBS *before* they work in the school. The headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

Identification

- On arrival the visitor will be asked to produce ID.
- This applies to any outside providers, such as: regular contractors, students that undertake training at our school.
- Contractors may not be DBS cleared and if this is the case we would try to ensure that work is carried out before or after school hours. If works have to be performed during the school day we always ensure that the person is accompanied by the Site Manager or a member of the premises staff at all times.
- Supply staff should always bring ID as confirmation of the DBS information that we will have already received from the Supply Agency.

Procedure for visiting school

- All adults (that are not school employed staff, or parent/carers dropping off /picking up) must have an appointment and wait to be let into school by the office/premises team.
- All visitors that arrive in the school or on the school grounds must wear a face covering (mask or shield).

- Visitors must maintain social distancing at all times of 2 metres where possible and 1m + at other times
- Visitors must sign in at the reception desk, and sanitise their hands on arrival. There is a sanitisation station in the lobby of the school.
- All visitors will have their temperature checked to ensure that their body temperature is within the normal range. A high temperature may indicate a fever and the visitor will not then be allowed into school.
- All visitors must follow the school rules of mask wearing, handwashing and social distancing at all times.
- Visitors must only use the designated toilet that will be cleaned and sanitised after use.

A visitor's book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge, which should be worn at all times and returned to the office before they leave to be placed in isolation for 72 hours before reuse. This procedure is followed for Covid-19 safety, safeguarding and fire safety.

Local Authority employees should wear the identification badges issued by the organisation for which they work – e.g. Educational Psychologists.

School Governors have been issued with badges and should wear them whenever they visit.

To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made.

Members of the staff who are expecting visitors should ensure that the date and time of the visit are recorded in the school diary and have specific SLT permission. No visits are to be arranged at short notice.

All visitors are admitted at the discretion of the Head Teacher. All visitors must adhere to the instructions given by any member of staff. The Head Teacher will decide whether the visitor needs to be accompanied for the duration of their visit.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Head Teacher. Permission from the Head Teacher must be sought on all occasions before this can happen. This may be to comply with the Data Protection Act and GDPR procedures, preserve copyright or maintain confidentiality. Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information. Regular visitors and those most likely to have access to confidential information will be asked to sign a confidentiality agreement.

- Any visitor who has concerns about any aspect of their visit should bring this to the attention of the Head Teacher.
- All visitors must have regard for the health, safety and security of everyone and everything on the premises.

- Supply Teachers will be made aware of the Staff Handbook which will be made available to them on arrival and the COVID-19 procedures in place for the safety of all children in their bubble groups.

Respect and Concern for Others and their Rights

“Respect our staff, they’re here to help you. Verbal and physical abuse will not be tolerated”. We operate a zero tolerance regarding verbal and physical abuse from visitors in school.

We expect parents, carers and other visitors to show respect and concern for others by:-

- Wearing a face mask and actively showing social distancing in all areas of the school site.
- Following the one-way systems to avoid congestion and delay
- Leaving the school site promptly and avoiding gatherings of people in front to of classrooms etc
- Supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- Respecting the school environment, including keeping the school tidy by not littering.
- Following the parking rules and doing the right thing when delivering and collecting children from school.

In order to support a peaceful and safe school environment, the school cannot and will not tolerate:-

- Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school and its grounds;
- Using loud and/or offensive language or displaying temper;
- Threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else’s child in order to question or chastise them, and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.);
- Damaging or destroying school property;
- Abusive or threatening emails, phone or social network messages;
- Smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

The above behaviours on school premises will be reported to the appropriate authorities and the Head teacher may prohibit an offending adult from entering the school grounds to safeguard our school community.

All visitors have a duty to take reasonable care of themselves and others whilst on the premises.

Pets

Pets are not allowed on the school site –see Animals in School Policy for those animals that are currently allowed access.

Exceptions:

Parents may carry very young puppies onto the school grounds to bring and collect their children but these must not be allowed down on the ground.

Written autumn 2013 approved at FGB January 16th 2014

This policy is reviewed every three years. Date 2012, 2015, December 2016, October 2019 This policy has been reviewed to include COVID-19 awareness September 2020.

Next review 2024