



# St. Mary's College & Preparatory School

## **External Visitors and Volunteers Policy**

**2022/2023**

This policy has been written in consultation with staff and governors of The College and Prep and with due regard to the school's mission statement:

**Our Mission is to provide an independent Catholic education for boys and girls of all faiths aged 0-18; to provide individual challenge towards holistic and balanced development, service and achievement for life and beyond; and to try to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.**

### **Statement of Intent**

St Mary's College assures all visitors/ volunteers of a warm, friendly and professional welcome to the school, whatever the purpose of their visit. The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned. It is therefore a requirement that ALL VISITORS/VOLUNTEERS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's/volunteer's escorted departure from the school site.

### **Policy Responsibility**

The school's Safeguarding Team, comprising of a Lead Designated Safeguarding Officer for each site is responsible for the implementation, coordination and review of this policy. All breaches of this procedure must be reported to a member of the school's Safeguarding Team and to the College Principal.

### **Aim**

The ultimate aim is to ensure that students at St Mary's College can learn and enjoy curricular and extracurricular experiences in an environment where they are safe from harm.

### **Objectives**

To have in place a clear protocol and procedure for the admittance of visitors/volunteers to the school which is understood by all staff, governors, visitors/ volunteers and parents and conforms to child protection and safeguarding guidelines.

### **Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school premises, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

### **The policy applies to:**

- All staff employed by the school
- All external visitors/ volunteers/people entering the school site during the school day or for after school activities (including peripatetic tutors, parent supervisors, sports coaches, and topic related visitors/ volunteers e.g. authors, journalists).
- All governors of the school
- All parents (excluding those collecting pupils from school)
- Other education related personnel
- Building/ Maintenance /Deliveries and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

### **Protocol and Procedures Visitors/ Volunteers to the School**

All visitors/ volunteers/volunteers to the school must follow the procedure below:

- Once on site, all visitors/volunteers must first report to reception either in the Main Building of the College, the office at The Mount or the Early Years office. No visitor should enter any of the school sites by any other point.

- At reception, all visitors/volunteers must state the purpose of their visit and who has invited them.
- All visitors/volunteers will be asked to sign the Visitors/ volunteers' Book which is kept in reception/ offices at all times, making note of their name, organisation, point of contact in school, time of arrival, car registration number.
- All visitors/volunteers will be required to wear a visitor's/ volunteers badge issued on signing into the premises. This badge must remain visible throughout their visit. • Visitors/ volunteers will be alerted to information regarding fire safety evacuation and safeguarding procedures within the school.
- Visitors/volunteers will then be escorted to their point of contact OR their point of contact will be asked to come to reception/office to receive the visitor. The contact will then be responsible for them while they are on site. Visitors/volunteers will not be given access to the school unaccompanied.
- Visitors/ volunteers will be made aware through an induction process of the need to turn off and not use their mobile phone whilst on site, including the use of cameras and smart watches.
- Staff will ensure that wherever reasonably practicable pupils do not have access to areas used by outside contractors.

### **Volunteers to the School (Events)**

Volunteers will not have unsupervised access to children at any time during an organised event. A member of staff will always be present to supervise volunteers and the children involved.

All volunteers will be required to wear an identification badge. This badge must remain visible throughout their visit.

All volunteers will be made aware through an induction process of the need to turn off and not use their mobile phone whilst on site, including the use of cameras and recording devices. Volunteers are asked to sign the Signing in book before making their way to the designated area of the school.

### **Parents and visitors/ volunteers use of mobile phones, smartwatches and social networking**

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of the children in our care and share information about the children, parents and visitors/ volunteers are kindly asked to refrain from using their mobile telephones whilst in the schools or nursery setting or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors/ volunteers not to post, publically or privately, information about any child on social media sites such as Facebook, Twitter, TikTok (or similar platforms as they emerge). We ask all parents and visitors/ volunteers to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/ visitors/ volunteers are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the Complaints Policy)

### **Visitors/Volunteers' Departure from School**

On departing the school, visitors/volunteers MUST leave via reception at the College and the respective offices at The Mount and the EYD and:

- enter their departure time in the Visitors/Volunteers' Book alongside their arrival entry

- return the identification badge to reception/ office

### **Unknown/Uninvited Visitors/volunteers to the School**

Any visitor to the school site who is unaccompanied by staff and not wearing an identity badge should be:

- challenged politely to enquire about their identity and the reason for their visit.
- escorted to reception to sign the visitors/ volunteers' book and be issued with an identity badge.

The procedures under "Visitors/volunteers to the School" above will then apply. In the event of the visitor refusing to comply, they should be asked to leave the site immediately and the Principal (or any Senior Leader should the Principal be unavailable) informed promptly.

The Principal / Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

### **Visits by outside agencies (Visiting Speakers)**

Any member of staff wishing to invite someone into the school to work with our students must:

- confirm the visit in writing to the outside agency with dates and times and contact details and give a copy of all correspondence to the safeguarding officer of the site and also to the Principal's PA at the College, the Headteacher at The Mount and the Head of Early Years Department.
- The content of their presentation/input is agreed in advance to ensure that what is delivered is in line with school policy/protocol and also provides a balanced view of the topic.
- ensure the purpose of the visit is included in all communications
- make a request from the appropriate external agency evidence of their accreditation if necessary.

### **Staff Development**

This policy will be presented to staff at their policy training sessions and placed on the TDrive for reference by staff throughout the year.

As part of their induction, new staff will be made conversant with this policy for External Visitors/Volunteers and asked to ensure compliance with its procedures at all times.

### **Linked policies**

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Fire Safety Policy
  - Staff Code of Conduct and Dress Code
  - Staff E-Safety Policy