

Durants Safeguarding Protocol for Visitors

All general visitors are required to sign in and out using the electronic school sign in system or manually using signing in sheets. Visitors must sign in and out when going for a break off site throughout the day. Visitors who come for a meeting must be collected from reception by the staff member they are meeting and accompanied at all times whilst on site. The visitor must be returned to the reception area at the end of their visit.

All visitors who will be visiting the school regularly or staying on site all day must have a current valid DBS/CRB check which has to be shown to a member of the office team. They will record the DBS/CRB number to ensure it is kept for safeguarding purposes.

If there is a conviction or warning visible on the check it is up to the Head Teacher or a member of the Senior Management Team to decide if a person's visit can continue. The Head Teacher or Senior Management Team member must sign a declaration to say they authorise the person to be onsite and are aware of their record.

All visitors who will be visiting the school regularly or staying on site all day are also required to read and sign the code of conduct and safeguarding document which is completed on a visitors initial visit and kept on sight for safeguarding purposes

Visitors must be escorted around the building with a member of staff unless authorisation has been given by Senior Management Team for them to have a fob to get around independently.

Visitors must sign for the fobs and return them at the end of the day to the office.

Students

Students should arrive for the start of the school day at 8.30am and finish at 3.15pm unless any other arrangements have been made with a member of Durants School Senior Management Team. All students are required to sign in and out using the electronic School Sign in System or manually using the signing in sheet. Students must sign in and out when going for a break off site throughout the day.

All students must have a current valid DBS/CRB check which has to be shown to a member of the office team. They will record the DBS/CRB number to ensure it is kept for safeguarding purposes.

If there is a conviction or warning visible on the check it is up to the Head Teacher or a member of the Senior Management Team to decide if a person's visit can continue. The Head Teacher or a member of the Senior Management Team must sign a declaration to say they authorise the person to be onsite and are aware of their record.

All students are required to read and sign the code of conduct and safeguarding document which is completed on a visitors initial visit and kept on sight for safeguarding purposes

Students must be escorted around the building with a member of staff unless authorisation has been given by a member of the Senior Management Team for them to have a fob to get around independently.

Students, if authorised, must sign for the fobs and return them at the end of the day to the office. Any lost fobs will be charged to the individual student at a current price of £40 and an additional £5 for any lost key.

Students must have an induction with a member of the Senior Management Team before they can begin their placement.

Students must never be left alone in a room with pupils and they cannot take pupils around to their class without supervision.

Students and volunteers can take pupils to the bathroom if supervised at all times.

Due to the challenging nature of the pupils at Durants, we do not facilitate school work placements or anyone under the age 19.

Agency staff

Agency Staff should arrive for the start of the school day at 8.30am and finish at 3.15pm (4.30pm on staff meeting day – usually Wednesday) unless any other arrangements have been made with a member of Durants School Senior Management Team. All agency staff are required to sign in and out using the electronic School Sign in System or manually on a signing in sheet. Agency staff must sign in and out when going for a break off site throughout the day.

All agency staff must have a current valid DBS/CRB check which has to be shown to a member of the office team. They will record the DBS/CRB number to ensure it is kept for safeguarding purposes.

If there is a conviction or warning visible on the check it is up to the Head Teacher or a member of the Senior Management Team to decide if a person's placement can continue. The Head Teacher or a Senior Management member must sign a declaration to say they authorise the person to be onsite and are aware of their record.

All agency staff are required to read and sign the code of conduct and safeguarding document which is completed on a visitors initial visit and kept on sight for safeguarding purposes

Agency staff must be escorted around the building with a member of staff unless authorisation has been given by SMT for them to have a fob to get around independently.

Agency staff, if authorised must sign for the fobs and return them at the end of the day to the office. If an agency member of staff is staying at Durants on a long term basis, a fob may be issued for that agency member to temporarily keep. This however must be returned to the office when they leave the placement. Any lost fobs will be charged to the individual agency member at a current price of £40 and £5 for any lost key.

Long term agency staff must complete a full induction programme with a scale 6 member of staff.

Contractors

All contractors are required to sign in and out using the electronic school sign in system or manually using the signing in sheet and the contractor's folder. Contractors working within the school are required to comply with the working rules as issued by this school. These rules are all detailed in the 'contractors pack' along with a range of other documents to help contractors familiarise themselves with Durants. Any breach of these rules is to be reported to the head of school or area and/or safety adviser.

Contractors are escorted by a member of the premises team at all times unless it is a holiday period and there are no pupils on site and a CRB/DBS has been shown.

If works are being carried out during term time we will endeavour to minimise contact between our pupils and yourselves.

If a staff member sees an unauthorised visitor walking around the school without a visitors pass or unaccompanied they must be escorted immediately to the office.

Mobile Phone use at Durants School

- Visitors are **NOT** permitted to make/receive calls/texts during work time (excluding break times/lunch times)
- Mobile phones must be turned off or on silent at all times while on school premises. They should be kept in a secured place (e.g. cupboard, filing cabinet, locker) and not be left on display.
- In the event that a visitor has a particular reason, for a specified period of time they may request via the Head Teacher or a member of Senior Management that they leave their phone on during working hours.
- Visitors are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Visitors may take their mobile phones on out and about sessions as long as their number is correctly recorded on the class risk assessment. This is for emergency purposes only and visitors are not permitted to use them for personal calls, take photographs or any recordings.

Durants School

Child Protection Declaration

I understand that Durants School is entirely committed to the safeguarding of children and young people.

I understand that I am in a position of trust when working with young people and that I must not take any action that would lead a reasonable person to question my motives or intentions. This means that:

- My language, demeanour and the contents of my conversations must be professional and relevant
- Any physical contact with any young person should be in line with the school's Touch Policy (please see school's website www.durants.school for policy). Positive handling techniques should only be used by Price trained staff as a last resort where the safety of the young person, others or property is at risk.
- Photographs and videos must not be taken unless authorised by your host
- I understand that all information gained is confidential and will not be discussed with any unrelated people

I understand that the full code of conduct is available on request and that if I have any queries or concerns I must mention those to my contact within the school.

I understand that a member of staff will be with me at all times during my visit unless door fob authorisation has been given by a member of the senior management team.

Signed:

Name:

Date:

Health & Safety Declaration:

We hope that your visit to Durants School will be enjoyable and informative. We insist that all visitors to the site comply with the following information, which is intended to ensure your health and safety and our security whilst you are on school premises.

- All visitors must sign in and out every time they enter and leave the school premises. During an evacuation situation everybody has to be accounted for. If you have not signed out when leaving the school, valuable time and, more importantly in the case of a fire, lives could be lost looking for someone thought to be still somewhere in the school.
- Your ID badge must be worn at all times throughout your visit and returned to the reception before you leave
- The member of staff who you are meeting will advise you of the emergency procedures within school. However, if you hear a continuous ringing bell, this indicates an emergency situation and you must leave the building by the nearest available exit, please leave the building as quickly and calmly as possible. Please follow staff to the designated assembly point and await instructions. Do not return for documents or personal items. You may not re-enter the site until instructed to do so.
- Please note and comply with any specific safety requirements that are displayed or verbally communicated to you throughout the day. This is to keep yourself and our pupils as safe as possible.
- All visitors must be accompanied or supervised by a staff member at all times throughout your visit. If you are authorised by a member of the senior management team to work unsupervised you will be issued with a security door fob. These must be signed for and returned at the end of every day to the office or premises manager.
- Under no circumstances allow anyone into the building with your door fob, they could be unauthorised and you are not in a position to judge. If anyone has authority to enter the site they will have their own fob. Please alert a member of staff if you see someone acting suspiciously. If someone is trying to obtain entry please instruct them to press the buzzer to make initial contact with office staff.
- Please remember photographs and videos must not be taken unless authorised by your host in which case the school's electronic equipment must be used.
- Smoking is prohibited on the premises. This includes no smoking in any vehicles parked on site.
- Remember to consider the safety implications of your actions and decisions before you make them.

I have read and agree to adhere to the above health and safety guidelines:

Signed:

Name:

Date:

Review date: July 2022