



VISITORS AND SUPERVISION POLICY

This Policy includes the Hazelwood Nursery

AIMS

The school does all it can to ensure that our procedures are robustly followed, and they are reviewed annually.

This policy works in conjunction with

- Safeguarding Policy
- Health and Safety Policy
- Safer Recruitment Policy

Procedures for visitors: overview

During normal school hours, everyone who visits the School presents themselves to Reception to sign in, during which formal identification will be sought. Then they are given a lanyard which acts as both a means of identification for members of the school community and an aide-memoire regarding safeguarding and other emergency procedures. All such occasional visitors must be always accompanied.

In the case of contractors, whether in school hours or out of school hours, the Estates Manager or his delegated deputy will have ensured that the requisite checks have taken place and an appropriate contractor's lanyard has been furnished.

In the case of members of the public visiting the school for wider community events, the school always endeavours to know the names of those in attendance. On such occasions our Estates Team remain especially vigilant, as does the wider school community.

Parents or prospective parents who wish to visit the School Shop will nearly always do so by appointment and are advised that for their first and subsequent visits to ensure they sign in at Reception.

All school staff wear either school lanyards or pink wristbands to identify themselves to pupils and to one another, and all of the school community is routinely reminded to challenge politely anyone they do not recognise or who is not wearing a lanyard or wristband.

SUPERVISION OF VOLUNTEERS, AGENCY, CONTRACT AND UNCHECKED STAFF

Contractors engaged by the School who have regular or unsupervised contact with pupils must complete the same checks for their employees that the School is required to complete for its staff. The School requires written confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again the School requires written confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by the contractor or agency. All staff, volunteers, sports coaches, music and other peripatetic staff will be recruited via the Human Resources Department, subject to the relevant Senior Management Team approval and will undergo the following pre-engagement checks:

1. Completion of application form
2. Interview - one interviewer must be trained in Safer Recruitment
3. Any gaps in employment are identified and discussed at interview
4. Names, addresses and contact details of at least two referees are provided, one of which should be current or most recent employer where applicable
5. Completion of medical self-declaration
6. Enhanced DBS check which includes a barred list check.
7. Presentation of all the original documents requested to support the DBS application
8. All addresses provided for preceding 5 years, with overseas checks undertaken where applicable (see Part A 1 b)
9. Presentation of original qualification certificate(s) where applicable
10. Documentary evidence provided of right to live and work in the United Kingdom (e.g. current passport or birth certificate)
11. Official photo identification provided (e.g. current passport or driving licence)
12. Department for Education Prohibition and EEA sanctions checks for teaching staff
13. Section 128 of the Education and Skills Act 2008 (Prohibition on Participation in Management) (for academic heads of department and above including SMT)
14. Self-declaration (personally and by association) for those working in Early Years and after school care.

In exceptional circumstances the member of staff may commence work prior to receipt of satisfactory DBS disclosure. Under these circumstances all of the above pre-engagement checks must be completed in addition to the following:

1. Barred List Check (previously known as List 99 Check)
2. DBS application has been applied for by the School
3. Risk Assessment put in place (see example in Appendix 2)

a. Volunteers

Regular volunteers at the School are generally considered to be in regulated activity due to the difficulties in ensuring constant supervision and therefore subject to similar checks to other members of staff. In particular individuals interested in volunteering at the School will need to complete the following:

4. Volunteer Application form including details of last employment
5. Names, addresses and contact details of two referees, one of which should be current or most recent employer where applicable
6. Completion and submission of DBS application form which will include a Children's Barred List check.
7. Informal interview with the person for whom they will volunteer or HR Manager
8. Addresses provided where candidate has lived in the last 5 years
9. Documentary evidence provided of right to live and work in the United Kingdom (e.g. current passport or birth certificate)
10. Official photo identification provided (e.g. current passport or driving licence)
11. Department for Education Prohibition checks where necessary See Vetting

Checks Summary

Volunteers will not be able to work at the School until all the above checks have been carried out. All volunteers will be inducted in relation to behavioural conduct, health and safety and child protection.

Where volunteers are considered not to be in regulated activity a risk assessment must be undertaken to support this decision.

a. Contractors

Most contractors work at the School in secured sites or outside term-time and therefore have no direct contact with pupils. Pupils are not allowed in areas where builders are working for safeguarding, health and safety reasons. Any regular contractor working during term time who may have unsupervised contact with the pupils is subject to the recruitment procedure described on page 1 of the document (except for a barred list check if not engaged in regulated activity); they are also required to sign in each day at Reception and to wear an identification badge.

Contractors who are on site during term time, are occasional visitors and do not meet the definition of regulated activity (and therefore will have not completed the described checks) will be required to sign in at Reception, wear a visitor's badge and be appropriately always supervised by a member of the Estates team or other suitable member of staff.

The School is required to check the identity of all contractors on arrival.

b. Taxi Firms and School Bus Providers

All taxi firms and school bus providers commissioned by the School have written agreements in place to ensure that all taxi and bus drivers working in direct contact with pupils have been DBS checked at an enhanced level. The School will only work with taxi firms and agencies that can demonstrate that they have effective vetting arrangements for their staff.

c. Agency / Supply Staff and Visiting Professionals

Agency staff are occasionally used to cover short-term operational needs e.g. cover for sick leave or extra staff needed for a specific function. Safer recruitment checks are required for all supply and agency staff. The supply agency must provide written confirmation that they have conducted these checks, including an enhanced DBS disclosure and provide a copy of the disclosure number and references taken on request. The agency's members of staff must arrive with a copy of their disclosure and photographic identification.

Professionals employed by third parties who work at the School (e.g. the School counsellor) will have been checked by their employment organisation. Written confirmation will be required, and the individual must present identification.

d. PGCE Students

Where PGCE students attend a work placement at the School, the teacher training provider should ensure that an enhanced DBS disclosure is applied for when a place at a teacher trainer institution has been accepted. Disclosures should therefore have been received by the teacher training institution prior to the student commencing their placement at the School. As with agency staff, the teacher training provider must assure the School in writing that all required vetting checks have been carried out. The student should bring their disclosure document and photographic identification with them when starting their work placement at the School.

In all cases the PGCE students will be appropriately supervised by a permanent member of staff throughout their placement.

e. Visiting Speakers

Speakers from the School's wider community are invited to give talks to enrich the pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The School's responsibility to its pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to

the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The School has a legal obligation when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers and have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

This policy should be read in conjunction with the School's Safeguarding Policy.

The School's preparation for the visiting speaker

The School must be satisfied that the content of the presentation is not in any way contrary to the School's EDI Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty.

A suitable member of staff will be designated to organising the visit and for meeting, signing in/out a Main Reception, and always supervising the speaker during their visit. They will be required to always wear a visitor badge.

- The speaker will need to bring proof of identity which can be checked by a member of the School Office staff, together with a current DBS certificate if appropriate.
- The member of staff responsible will check that the work of the agency or visitor is known to them using the checklist in appendix 3 which will be signed and approved by the Head prior to the visit.
- Clear guidelines will be provided to the speaker for the content of the speaker's input which will inform the planning of the visit and any preparatory or follow-up work. The speaker will be provided with information on ability, age, number of pupils in the group and any special needs requirements. The date, time and duration of the session will also be confirmed as will resources and equipment required.
- The speaker will clearly outline in advance the aims and outlines of their session with methods, content and approaches and the supervising member of staff should ensure that these are consistent with the Schools Philosophy and Aims.
- The speaker should be made aware of any relevant school policies and procedures.

Once all the details are gathered these should be noted on the Single Central Register.

DBS vetting checks will not be required for speakers whose visits do not qualify under the School's requirements for vetting checks (see appendix 1) providing they are fully supervised by a designated member of staff during their visit. The visitor and checks will be listed on a register held in HR. Queries should be directed to the HR Department or Designated Safeguarding Lead.

Appendix 1 – Vetting Checks Summary

- Receipt of at least two satisfactory references, verified by each referee
- Verification of the candidate's identity, including photo ID.
- DBS Children's Barred List, where applicable to the post. Volunteers sign consent form for Barred List to be checked as may have unsupervised access to children.
- Sight of a satisfactory DBS disclosure certificate ideally received before employment commences or on-line update check on registered DBS certificates. Under special circumstances, employment may commence prior to the DBS certificate being issued. See Recruitment Process.
- Prohibition from Management (S.128) check for roles involving, or very likely involving, management of the school including (but not limited to) headteachers, deputy/assistant headteachers, governors and trustees as well as such as Director of Finance and Head of Operations as part of the DBS check or via Secure Access/TRA.
- Signed Childcare Disqualification Declaration (Early Years)
- Teachers prohibited from the profession list checked.
- Overseas checks will be carried out, if the applicant has lived overseas for 3 months or more, within the last 5 years and was over the age of 16 during this time, unless carried out by a previous setting as stated in the ISI guidelines (S463).
- Verification of the candidate's medical fitness.
- Verification of qualifications.
- Verification of professional status where required e.g. QTS status (unless properly exempted).
- The production of evidence of the right to work in the UK.
- Teaching Posts - Verification of successful completion of statutory induction period (applied to those who obtained QTS after 7 May 1999).
- When using the 3-month rule for portable DBS certificates a Children's Barred List check must be carried out. This system would only be used as a safeguard until such time as the school can carry out its own DBS check.

References

- Teaching posts - At least two references will be obtained for all shortlisted applicants.
- All other posts - At least two references will be obtained for the successful applicant.

Reference template forms will be used and will ask the following questions.

- About the referee's relationship with the candidate.
- Whether the referee is satisfied that the candidate has the ability and is suitable to undertake the job in question.

- Whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the concerns and the reasons why the referee believes the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post and salary.
- Performance history and conduct.
- Any disciplinary procedures in which the disciplinary sanction is current.
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired, and the outcome of those.
- Details of any substantiated allegations that have been raised that relate to the safety and welfare of children or behaviour towards children, and the outcome of those allegations.

4.										
5.										
6.										
7.										
8.										

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:		Signature of Manager:		Date:	
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	

Appendix 3 – Visiting Speakers Checklist



Visiting Speaker Form for Hazelwood School and Nursery

Please complete this form and hand to Heads PA (for Head's sign off) or Nursery Manager in advance of the event. Visiting speakers will need to show their photo ID to reception upon arrival.

Name of Speaker	
Date of Birth	
Date of Proposed Visit	
Name of Contact at Hazelwood School or Nursery	
Reason for Visit	
Year group(s) involved	
Please outline below the information to be communicated in the talk to Hazelwood School or Nursery children:	
Please sign below to confirm: <ul style="list-style-type: none">▪ That you have asked your visitor to bring valid photo ID (Driving Licence or Passport) with them on the day as proof of your ID.▪ That you will supervise your visitor at all times	
Signature	Date
Head/Nursery Manager Signature	Date



Guidelines for Visiting Speakers at Hazelwood School and Nursery

The School values [visits](#) from speakers that enrich our pupils' experience of school and nursery, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our children is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and Nursery, and British Values.

The Prevent statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers, DfE, 2015) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

As per the Prevent guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or ~~organisations~~ that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must [seek](#) to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external ~~organisation~~ of [cause](#) without express permission from the Head.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

Ratified by the Compliance Committee on 22 November 2024