**SUPERVISION OF VOLUNTEERS & VISITORS’ POLICY**



**2018-2019**

***Ratified by BOG 21st February 2018***

**Rationale**

De La Salle College assures all visitors 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 students and staff. This duty of care incorporates the duty to safeguard all students. It is therefore a requirement that all visitors comply with the following policy and procedures.

**Policy Responsibility**

The school’s Safeguarding Team, comprising a Designated Teacher and 6 Deputy Designated Teachers for Child Protection, is responsible for the implementation, coordination and review of this policy.

*Visitors will be given passes at Reception during the hours of 8.30 am and 4.15 pm. At all other times it is responsibility of the member of staff who has invited the visitor to attend the school to ensure that the policy is adhered to.*

**Aim**

The ultimate aim is to ensure the health and safety of all students and staff on site so that De La Salle College is a school where students 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 students/visitors/volunteers to the school which is understood by all staff, governors, visitors 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 students anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after- school activities and on school organised (and supervised) off-site activities.

The policy applies to all staff and visitors to the school and the following procedure should be adhered to:

**1**. All visitors must report to Reception on arrival and state the purpose of their visit.

**2.** If they are visiting beyond the Reception area in the school, they must sign in in the Visitors Book and take a Visitors Pass. The details to be completed in the Visitors book are: Date, Time in, Time out, Name, Company, Member of staff to meet with and Car registration.

**3.** The Visitors Pass must be worn around the neck and be visible at all times.

**4.** A member of office staff will then contact the person they are visiting to inform them they have arrived.

**5.** When visitors are leaving the school, they sign out of the Visitors Book and return their Pass.

**6.** All deliveries must be directed to the back of the school as per the sign at the front gate. If no one is available to accept the delivery, the driver must wait for someone to return or ring reception where someone may be able to locate a caretaker for the delivery. They are not to walk through the school unaccompanied.

**7.** Visitors are not allowed access to the school unless accompanied by a member of staff.

**Visits by outside agencies**

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

* confirm the visit in writing to the Principal
* liaise with the Designated and Deputy Designated teachers to ensure that the appropriate vetting arrangements have been put into place
* request from the external agency evidence of their accreditation if necessary and a copy of their Mission statement, if applicable.

**Volunteers**

**SUPERVISION**

We start with a presumption of trust and confidence in those who work with

children and the good sense and judgement of their managers; that appropriate

training is undertaken and that safeguarding practices and procedures are in

place. This guidance applies when a school/organisation decides to supervise

with the aim that the supervised work will not be Regulated Activity (when it would

be, if not so supervised). In such a case, the law makes three main points:

• there must be supervision by a person who is in Regulated Activity;

• the supervision must be regular and day to day; and

• the supervision must be “reasonable in all the circumstances to ensure

the protection of children”.

A school/organisation must have regard to this guidance.

**Unknown/Uninvited Visitors to the School**

Any visitor to the school site, who is unaccompanied by staff and not wearing a Visitors Pass, should be approached politely to establish their identity and reason for their visit. They should then be escorted to reception to sign the visitors’ book and be issued with a Visitors Pass.

The procedures under “*Where, and to whom the policy applies*” 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 member of the Senior Leadership Team should the Principal be unavailable) informed promptly. The Principal/Member of the Senior Leadership Team 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.

**Linked policies**

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

• Child Protection Policy

• Health and Safety Policy

• Fire Safety Procedure

* In line with Section 4.5 of the DE Safeguarding and Child Protection in Schools Guidance, members of school staff are not permitted to conduct private tutoring on school premises.

This Policy was issued and will be revisited on a regular basis.