



ST. WERBURGH'S PARK NURSERY SCHOOL



ACCESS/VISITOR POLICY AND PROCEDURES

Date Adopted by St. Werburgh's Park Nursery School Governing Body:
October 2017

Review Date: October 2019

HISTORY OF POLICY CHANGES

Date	Details of Change

Access/Visitor Policy and Procedures

POLICY INTRODUCTION

This Policy and Procedures covering access to, and the security and safety of, St. Werburgh's Park Nursery School is intended to provide a safe and secure environment in which children can learn, staff can work and parents and visitors feel welcome.

Whilst certain staff have specific duties in relation to health, safety and welfare, **all staff have a responsibility for the safety and security** of children, colleagues, parents, visitors and themselves.

RECEPTION AREAS/ENTRANCES

Clear signs in place directing visitors to main reception entrance.

The area between the reception window and main entrance door to be kept clear so that reception staff can view who is entering the school.

PROCEDURE TO BE FOLLOWED FOR PARENTS/CARERS

Class/Room staff will ensure that Reception Staff are aware of any parent dropping off or picking up at any time other than the regular session times, either on a regular or ad hoc basis. Class/Room staff will also notify Reception Staff of any changes to session times.

Parents/Carers arriving more than 5 minutes before the start or end of a session will be asked to wait in Reception. This is to ensure the corridor is not blocked in the event of fire and so that children are safe when going to the bathroom or lunchroom. This information will be communicated to parents/carers on induction at the home visit and through newsletters and the website.

PROCEDURE TO BE FOLLOWED FOR GENERAL VISITORS

Staff expecting visitors must notify reception staff and enter it in the reception diary prior to the visit. It is expected that the staff member will then be available to meet the visitor from reception. If this is not done visitors may have to remain in reception until such time a receptionist is available to escort them into the building and hand the visitor over to a member of staff who will then have responsibility for their supervision.

On arrival reception staff will ask visitors:

- The reason for their visit and the name of the person they are visiting.
- To complete and sign the visitors book.
- For evidence of their I.D.
- For sight of their DBS (if appropriate i.e. the visitor will be in school more than four times or more in four weeks or will be unsupervised at any time).

Following this, and if the DBS is available the receptionist will check the DBS for cautions and/or convictions and if clear will take a copy of the DBS so that the details can be recorded on the SCR. If cautions and convictions are shown on the DBS the

Headteacher/Deputy Headteacher and/or the Business Manager must be informed immediately. Clearance must be received from the BM or HT (and advice from HR sought if necessary) before anyone with information under cautions and convictions can be admitted into school. If this is the case the visitor concerned should be politely asked to wait in reception until clearance is given.

All visitors must be given the following:

An appropriate visitors badge (Visitor/Student/Governor/Supply). The visitors badges will have either a red dot on them or a green dot. The red dot means that a DBS has **not** been seen for that person and therefore the visitor must not be alone with children at any time. A green dot means that the DBS has been seen.

Visitors Information Sheet.

After this visitors with DBS clearance will wait in reception until their host/receiving member of staff is available to escort them into the building.

Visitors who have not had DBS clearance **must be escorted into the building by or with a handover to the receiving member of staff who will then be responsible for ensuring that visitor is supervised/escorted at all times whilst on site and for escorting them off the site.**

Visitors badges to be re-claimed from visitors at the end of their visit and returned to reception.

These procedures apply to all visitors including agency staff, contractors and parents.

The school has been advised in writing by Paul Jacobs, Service Director, BCC that staff employed by BCC who provide services to school, directly or indirectly, have appropriate DBS clearance. This letter fulfils the requirement for the school to obtain written notification from any agency, or third party organisation that the organisation has carried out the appropriate checks.

GROUPS/TRAINING SESSIONS

Unless otherwise advised visitors attending Groups or Training will not be required to show a DBS however must be escorted whilst on site. However under Safeguarding Regulations regular attendance (i.e. more than four times a month) requires an enhanced DBS check.

PROCEDURE TO BE FOLLOWED FOR CONTRACTORS:

Contractors directly employed by Bristol City Council:

Contractors working directly for Bristol City Council will be exempt from providing DBS clearance as this will have already been checked by BCC. However, if there is any doubt whether or not someone is employed directly by Bristol City Council ask for their DBS or check with the Business Manager or Headteacher before admitting them.

Contractors and Sub-Contractors:

Contractors who are not directly employed by BCC must provide a copy of their DBS and if this is not available the Business Manager must be informed before access to the school or grounds is allowed.

Contractors Book

All contractors including those from Bristol City Council must sign the Contractors Book before starting work and be given a duplicate of the page they sign. Before any contractors are admitted to site the Business Manager or in her absence the Caretaker or Deputy Headteacher/Headteacher must be informed. This is to ensure the safety of children and that work is not undertaken that has not been authorised.

PROCEDURE TO BE FOLLOWED FOR AGENCY/SUPPLY STAFF:

As for General Visitors.

Staff booking supply should let reception know the name of staff expected and their location **prior to arrival**.

PROCEDURE TO BE FOLLOWED FOR NORTH BRISTOL NHS TRUST STAFF

Following agreement between NBT and Paul Jacobs, Service Director – Education & Skills, for Bristol City Council the following process must be followed for NBT NHS Staff:

The School will provide the Trust with a list of NBT staff due to attend their premises. **The school will request written confirmation from NBT** that the staff member has DBS clearance at the correct level i.e. cleared to work with children. The Trust will then provide a verified list of names detailing the DBS reference numbers of staff members attending the school. The school will then check the identity of any person who comes onto their premises and verify that they are on the list of expected people.

All contact with the Trust will be made through the HR Administration team who can be contacted on the following email address:-

hradmin@nbt.nhs.uk

This agreement between the Trust and Bristol City Council should clarify under misunderstanding or requirement for repeat checks and brings both parties in line with current legislation and the requirements of the NHS Employment Checks Standards and the Ofsted rules.

DISABILITY ACCESS

It is the aim of St. Werburgh's Nursery School to do all that is reasonably possible to ensure that the school's facilities, services, culture, policies and procedures are made accessible to children, staff members and visitors who have disabilities*, and to comply with our moral and legal responsibilities under the Equality Act (2010).

*A person is defined as having a disability if they have a physical or mental impairment, which has a "substantial and long-term adverse effect" on their ability to carry out normal day-to-day activity (Equality Act 2010).

Access to School

We will endeavour to make every reasonable adjustment in order to accommodate the needs of children, parents/guardians, visitors and members of staff who have disabilities.

A disabled parking bay outside the school is available to Blue Badge holders.

Existing Staff Members

The school recognises that medical and psychological conditions can develop in existing staff members which may require adjustments to be made to the way in which they are employed.

Where an existing staff member discloses to the school in confidence any known medical condition or health problem, where appropriate, the Headteacher will set up a consultation process so that interim measures can be put in place to support the staff member, and that longer term requirements may be determined. The school will, to the best of its ability, make such adjustments as are reasonably practicable to support a staff member in continuing to work at school.

In defining what is reasonable, the school shall take into account:

- The cost and feasibility of making specific alterations to the school premises;
- Implications on financial resources and the likelihood of any external funding being available to offset this;
- Staffing requirements;
- Health and safety considerations;
- The interests of pupils, staff and visitors.

RESPONSIBILITIES

It is the responsibility of Reception Staff to ensure that:

- There is always a sufficient stock of Visitors Badges and Information Booklets available for use.
- That the SCR is available to check but that it is not on view to others in order in order to comply with our Data Protection registration.
- The Headteacher/Business Manager is notified immediately of any concerns regarding any person on site.

End.