



CASTLE Trust

**Safeguarding Statement – Visitors in School
2018-19 [v.04/10]**



CASTLE Trust

Safeguarding Statement – Visitors in School

1. This Policy is to be used by all Trust Schools.
2. This Policy is issued under the authority of the Chief Executive Officer of the Trust and compliance with these procedures is mandatory for all Trust schools.

Approved by:

Ms K White.
Chief Executive Officer

Approved on: 01/09/2018

Date.

This Policy contains the prescribed expectations and standards for CASTLE Trust Staff. However, due to the transition period required for new schools joining the TRUST to conform to the required processes, it may be the case that not all procedures are fully embedded in all schools immediately.

However, in all cases, the principles of the policies, practices, procedures and workplace rules detailed must be adhered to.

CASTLE Trust

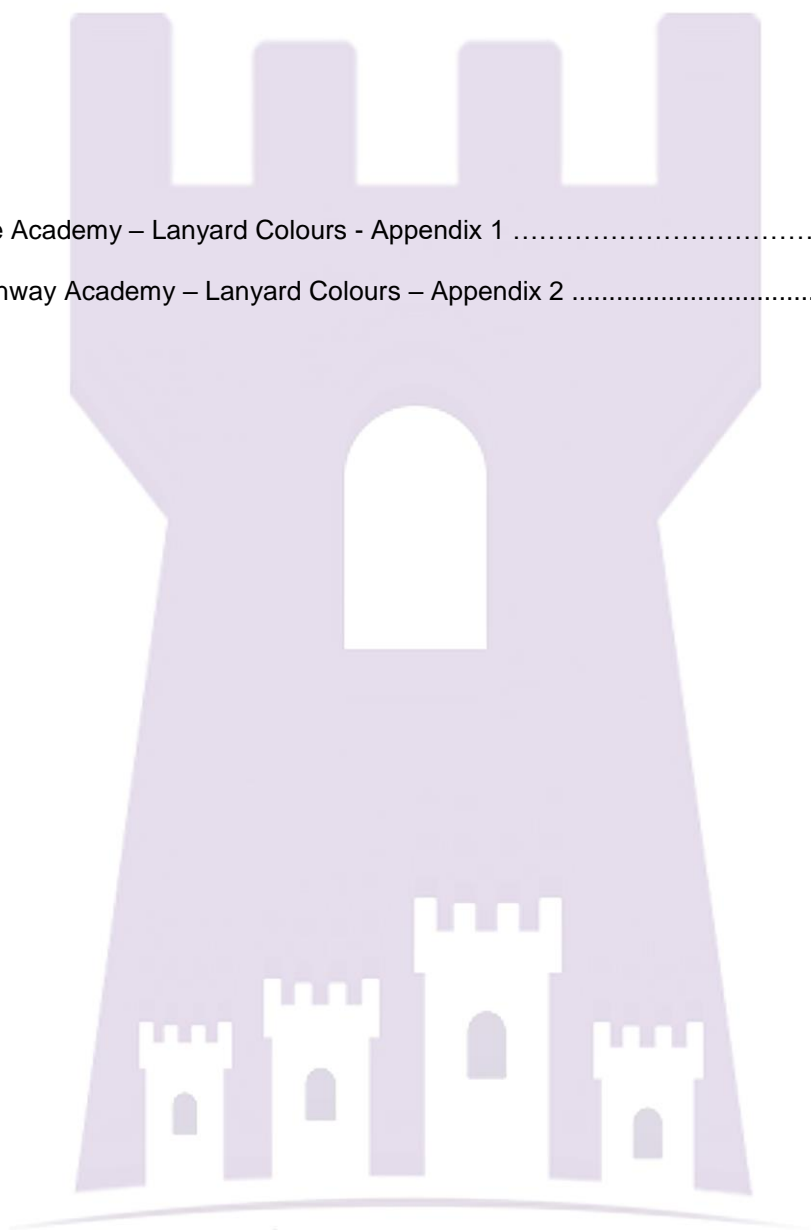
Safeguarding Statement – Visitors in School

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1. Introduction

Safeguarding procedures for all staff employed directly in the school organisation structure are well established and follow the guidance prescribed by OFSTED and the DFE. Please see the DFE publication 'Keeping Children Safe in Education, September May 2018'.

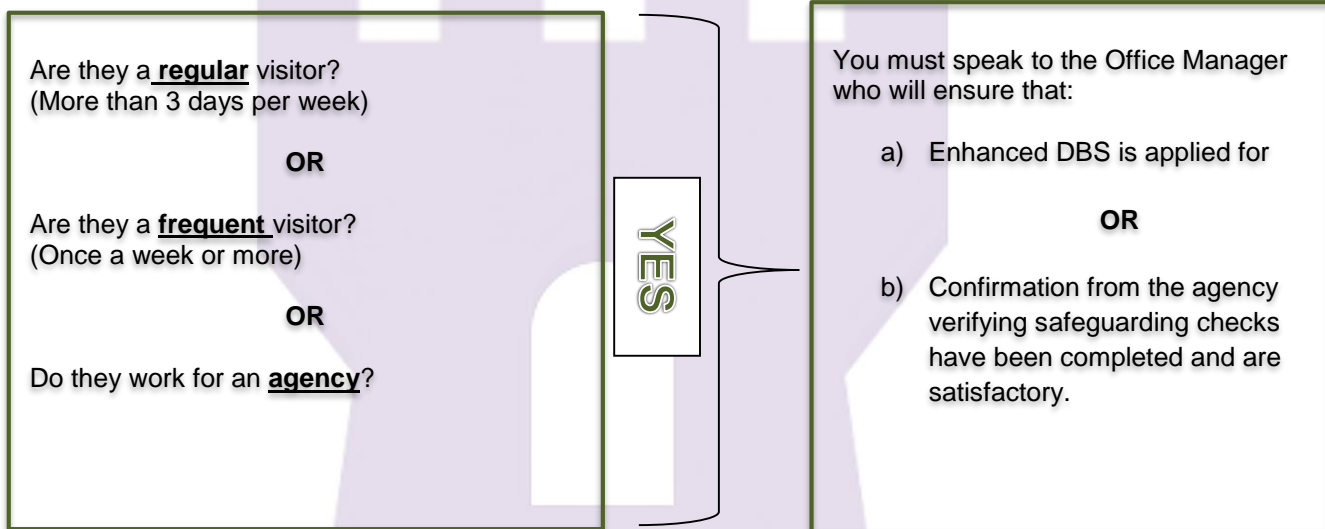
As we strive to broaden the range of services to students we will inevitably work with other staff employed by other organisations as well as a range of volunteers/ visiting speakers.

This operating procedure describes the ways in which Greenway Academy staff will ensure that all agencies/visitors to the school follow our safeguarding procedures to determine whether other professionals or volunteers are able to work supervised or unsupervised with students in our care.

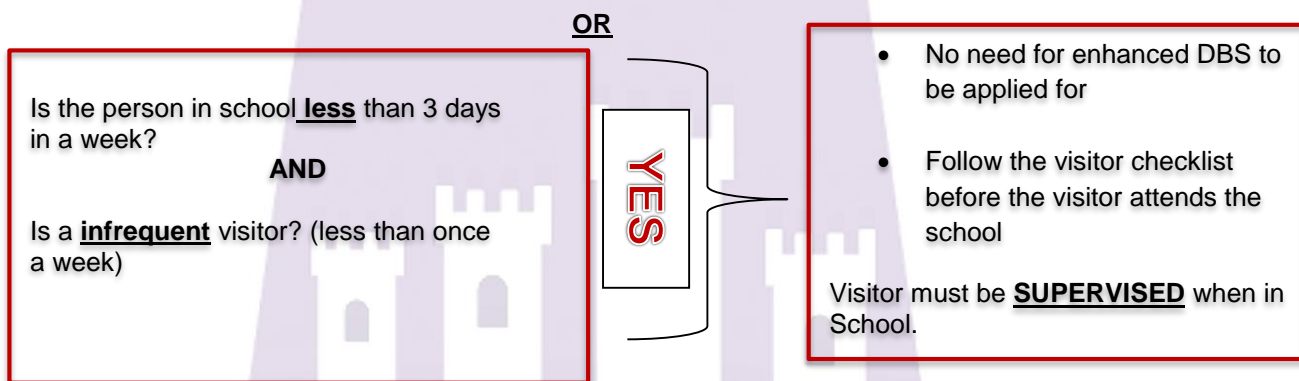
So, what do you do if you want to bring a visitor into school?

What type of visitor?

How regular or frequent will be their work in school?



People in this category will be identified with a **blue** lanyard which indicates that they do not need to be supervised.



People in this category will be identified with an **orange** lanyard which indicates that they are to be supervised when on site.

2. Checklist to support all staff before progressing with a visitor in school

Wherever possible visitors should be pre-arranged and on the day of the visit reception should be informed.

Checklist for guest visitors / speakers	Other Member(s) of staff to be notified
If guest is speaking to a student or group of pupils, please check the suitability and background of visitor. (Key areas to be mindful are linked to safeguarding, radicalisation and in ensuring that their views do not undermine values of the country and school).	Line Manager
Guest speakers should submit any presentations/handouts in advance	Line Manager
Ensure staff are informed if students are in a session outside of their normal lesson	Staff briefing and weekly notice
Guest visitors/ speakers should sign in and receive an orange lanyard	Reception
Guest visitors/ speakers should be directed to reading the visitors charter before signing into school	Reception
Guest visitors/ speakers should be collected from reception by a named member of staff	All

3. Work Experience/ Volunteer Placement

Before arranging any work experience/ volunteer placement please identify the answers to the **how regular/ how frequent** will the visitor be. Once these questions have been answered the next steps will be determined BEFORE a placement has begun.

If someone wishes to complete work experience / volunteer please speak to the Head of School before proceeding.

Safeguarding at Delce Academy

Lanyard Colours



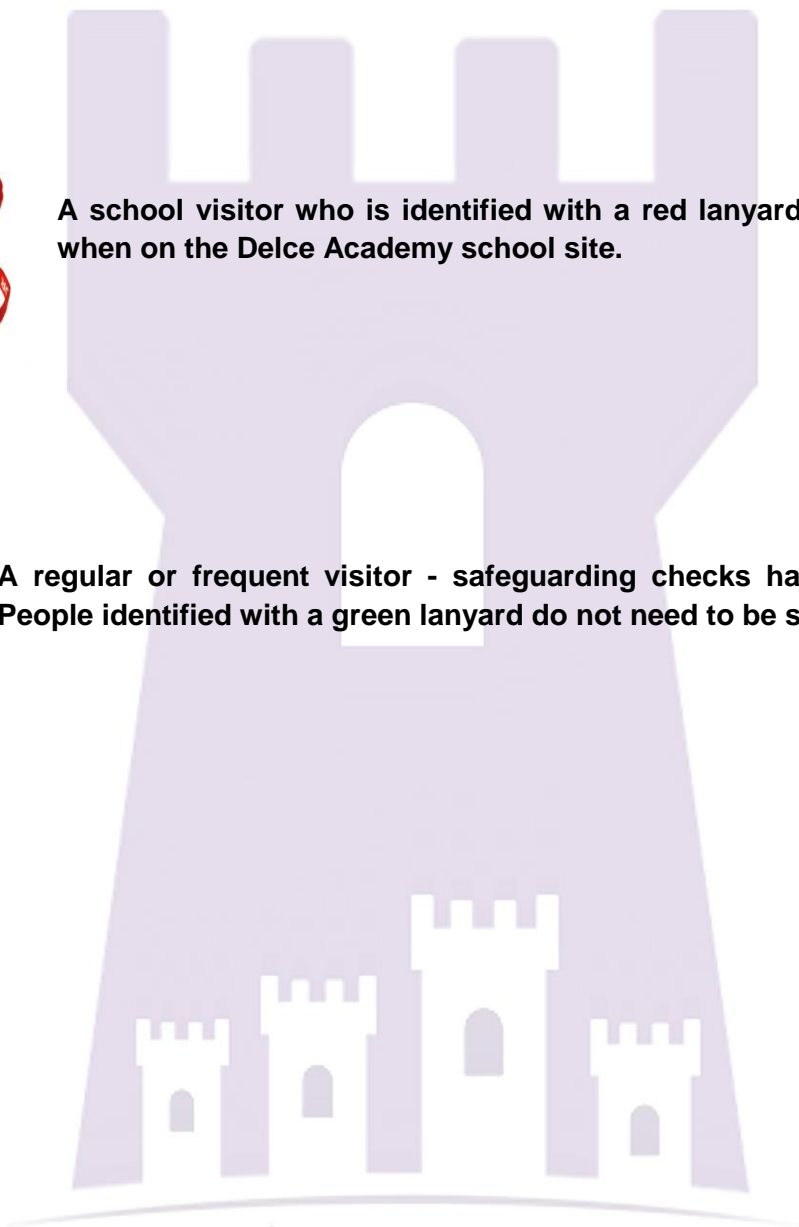
All members of staff employed by Delce Academy will be identified through wearing a turquoise staff lanyard.



A school visitor who is identified with a red lanyard must be supervised when on the Delce Academy school site.



A regular or frequent visitor - safeguarding checks have been undertaken. People identified with a green lanyard do not need to be supervised.



Safeguarding at Greenway Academy

Lanyard Colours



All members of staff employed by Greenway Academy will be identified through wearing a Green staff lanyard.



A school visitor who is identified with an orange visitor lanyard must be supervised when on the Greenway Academy school site.



A regular or frequent visitor - safeguarding checks have been undertaken. People identified with a Blue lanyard do not need to be supervised.