

# **Safeguarding Procedures**

(Visitors and Volunteers)

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Policy	<b>Safeguarding Procedures (Visitors and Volunteers)</b>
Date of review	<b>September 2022</b>
Date of next review	<b>September 2025</b>
Lead professional	<b>Head of HR</b>
Status	<b>Non-Statutory</b>

## Introduction

At Trinity Multi-Academy Trust the welfare of our students and their environment is paramount and we fully recognise our responsibilities to protect and safeguard the welfare of children.

These procedures apply to all staff, Directors/Governors, volunteers and visitors to the trust and each of its academies. The purpose of this document is to specifically outline the procedures all staff MUST follow when they invite visitors, volunteers or support services to an academy.

These procedures directly relate to the legislation and duties each academy has in relation to 'Keeping Children Safe in Education'. They also support key aspects of each academy's Child Protection and Safeguarding Policy, in that we will:

- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children (see Recruitment and Selection and Volunteer policies)
- Establish a safe environment in which children can learn and develop

## Staff responsibilities

Safeguarding is a shared responsibility for all staff.

**All staff should wear their own name badges at all times.**

**All staff are expected to challenge unescorted visitors, or anyone on the premises they are unfamiliar with.**

If you are aware of an individual who is working with students in an unsupervised capacity, please seek clarity on their status from the HR team.

Any concerns should be reported to a Senior Leader.

All staff are required to follow these procedures and in the event of any query should contact the HR team.

### Visitors to an academy

Academies have different types of visitors, those with a professional role, i.e. educational psychologists, social workers, those connected with the building, grounds maintenance, children's relatives or other visitors attending an activity in school such as a sports day.

All visitors to an academy will be required to sign in.

In determining whether a DBS check (with or without a children's barred list check) is required, generally, the following factors are considered:

- Does the person have unsupervised contact with children/young people?
- Is the activity being carried out a regulated activity?
- Is the activity being carried out a frequent activity?

If you are unsure as to who requires a DBS check or the appropriate level, please contact the HR team or refer to the flowchart on page 6 (taken from Keeping Children Safe in Education).

**Under no circumstances should unsupervised contact take place if the required vetting checks have not been completed. This information is recorded on the Single Central Register.**

#### **Visitors with supervised, infrequent access or who do not come into contact with students.**

On arrival, Reception staff will advise staff that their visitor has arrived. Visitors will be required to read important information via the 'InVentry' sign in system, which includes child protection procedures. They will be issued with a VISITOR badge. Reception will contact you and you will be asked to collect your visitor.

**Your visitor is your responsibility. You are expected to escort them to your class or meeting room, and then to Reception to sign out as they leave. Visitors should not be left unaccompanied in shared areas of an academy.**

Visitors do not require DBS checks. Visitors **do not** have unsupervised access to students.

The Visitor badge will look like the image below with the badge itself clearly being marked for a "Visitor". Lanyard colours, however, will vary from one organisation to another but are generally a different colour to the normal academy lanyards.



### Other regular visitors to an academy - unsupervised and frequent contact with students

Visitors who **do** have unsupervised access to students, such as Educational Psychologists, Tutors or Mentors require appropriate level DBS checks. Where an academy has an arrangement in place with a provider, or a third party organisation, then the appropriate DBS checks undertaken by the providing organisation are sufficient. Examples of providing organisations are: supply agencies, local authority employees, or universities. Written confirmation from the third party provider is sufficient to confirm the appropriate checks have been completed, or alternatively the visitor may provide copies of their DBS check for inspection by the academy.

Volunteers who **do** have unsupervised access to students require DBS checks and an academy will undertake these checks. Where the volunteer has been engaged as part of a programme by a third party provider, then the process above should be followed.

On arrival, Reception staff will make any necessary ID checks.

These checks (whether via written confirmation or through physical inspection) of the appropriate DBS and ID will be recorded and maintained on the Single Central Register.

Volunteers and visitors who can have unsupervised access to students, will be required to sign in as visitors. Where required, Reception staff will advise staff that their visitor has arrived. Visitors will be required to read important information via the 'InVentry' sign in system, which includes protection procedures. They will be issued with a VISITOR badge.

The Visitor badge, where vetting checks have been completed will look like the image below; again, the badge is clearly marked for a "Visitor" but has additional information, e.g. fire evacuation on it by virtue of the fact the person will be unaccompanied. Lanyard colours, however, will vary from one organisation to another but are generally the same colour to the normal academy lanyards, and a different colour to visitor badges for those that require supervision.



## Staff working within Trinity Multi-Academy Trust

Staff who work between the sites that form the trust will wear different coloured lanyards to academy based staff. However, these staff members have had the necessary checks undertaken and therefore are able to walk around the building unsupervised. These staff will be recorded in the Central MAT SCR, which each academy has access to.

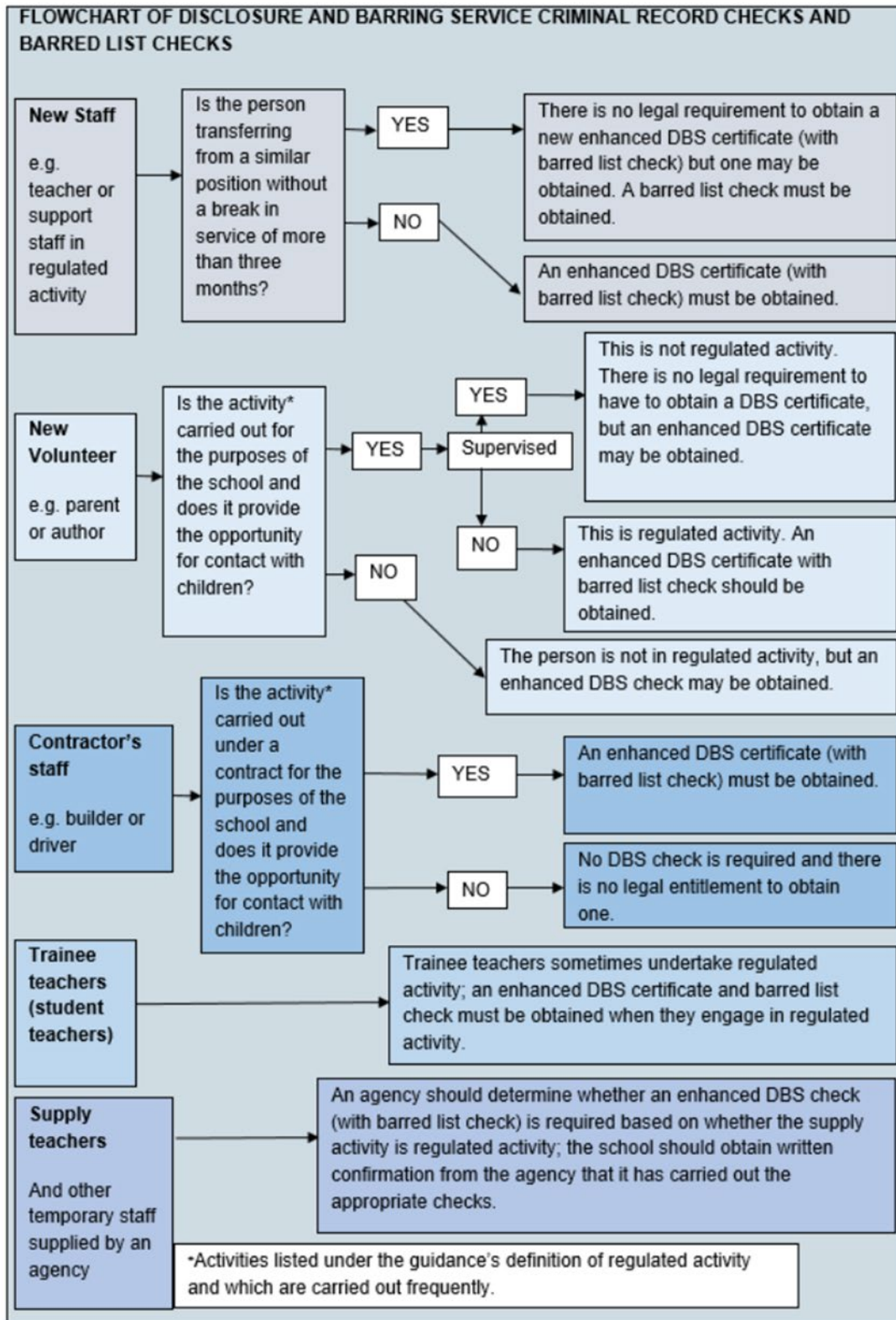
The badge will have a Trinity MAT lanyard and look like the image below, with the badge itself being clearly marked as "Trinity MAT".



### Single Central Register

Each academy is required to maintain a Single Central Register (SCR) of recruitment and vetting checks. Trust SCRs will include the following:

- All staff employed to work at an academy
- Placements and trainee teachers
- Volunteers
- Agency and third party staff



\* Activity must be deemed as regulated and must be done regularly. Please refer to Keeping Children Safe in Education, or speak with a member of the HR team for further guidance.