

**Reviewed: April 2018**

## **Policy/Protocol for Visitors to P.R.U.**

Visitors are welcome to Northumberland Pupil Referral Unit. Indeed they often make a very important contribution to the life and work of the unit in many different ways.

The PRU's fundamental duty is to safeguard the pupils in its care at all times and ensure that their safety and welfare are never compromised. This requires effective policies and procedures in place for managing the potential risks presented by adults to children and young people. With this in mind, the following protocol outlines the procedures in place for the admittance of visitors to the PRU.

The PRU must satisfy itself that all visitors to the unit, regardless of who they are, pose no risk to our pupils.

All visitors are required to report to Reception first. No visitor will be admitted to the unit without first making contact with a member of staff from the school office. All visitors are required to register their presence by signing in/out and wear a visitor's badge to show that they are an official visitor. Visitors will be asked to read and sign appendix 5 (Safeguarding, mobile phone and fire drill information leaflet).

Visitors from Children's Services/County Council employees (Northumberland) and agencies listed in *Appendix 1* should wear their official identity badges on all visits.

Any visitor that will have direct contact with the pupils, but do not fall into the above category is required to undergo an enhanced DBS check. These are listed in *Appendix 2*.

Supply agencies must obtain an enhanced DBS check in respect of any supply teachers before they place them at the PRU. The PRU Management will request this before the appointment commences and will also check the identity of the supply teacher by asking them to produce photographic evidence of identity e.g. passport or driving licence. This information will then be updated on the single central register.

Occasional or rare visitors to the school that may not have the necessary checks should be accompanied at all times. These are listed in *Appendix 3*. They may include visitors who would not be left unsupervised on the school premises.

It is important to remember that adults do not have to have one to one contact with pupils in the unit to pose a risk. Pupils may see adults as 'safe and trustworthy' and could meet them out of school, where abuse might take place. All staff are aware of this potential risk.

In the event of any visitor failing to comply they should be asked to leave the site immediately and the Headteacher informed. Any visitor who becomes aggressive or abusive will be asked to leave and warned that police assistance will be called for should they fail to leave the school premises.

Visitors are not permitted to use their mobile phones whilst pupils are present. If a visitor needs to use their mobile phone they will be asked to make their calls in a private room.

## *Protocol for staff admitting visitors Appendix 4*

### **Appendix 1**

*Examples of visitors where there are safe recruitment in place for vetting these staff. These visitors will wear their official identity badge on all visits*

- Children's Services
- Psychological Services
- Education Welfare Service
- Schools ICT Team
- School Health Team
- CYPS Team
- Northumberland Adolescent Service (NAS)
- Police, Fire and Ambulance Services

### **Appendix 2**

*Any visitors that will have direct contact with our pupils, but do not fall into the above category will also need DBS disclosure:*

- Transport – Taxi Drivers
- Operational Services – Cleaners
- Supply teachers
- Ofsted inspectors
- Contractors. These may include:
  - Fire and Security Alarm checks
  - Water Hygiene maintenance
  - Boiler maintenance

### **Appendix 3**

*Examples of people who do not need a DBS;*

- visitors who have business with the Headteacher, Deputy Headteacher, Support Services Manager, or other staff
- occasional visitors, visiting and working in school to support learning with a member of staff present at all times
- visitors or contractors who visit site only to carry out emergency repairs or service equipment and who would not be left unsupervised on the premises
- people on site before or after school hours and when the pupils are not present

## **Appendix 4**

The Office staff (or member of staff covering reception) may admit the visitor by opening the outside gate using the entry phone in the office or by going outside and using their staff fob to open the gate. During breaktimes a member of staff must go and collect the visitor from the gate. They should ask for ID unless the person is a regular visitor to the unit and known to the member of staff. Visitors should be asked who they are visiting and taken to Reception to sign in. The visitor will be asked to sign in at reception and they will be given an ID badge. On the back of the ID badge they will find the names of the Designated and Deputy Safeguarding Leads. They will also be asked to read and sign appendix 5 of this policy. They will only need to sign this once unless any of the information changes. Staff should then accompany the visitor to the person they are visiting. If staff are in any doubt they should remain with the visitor and send someone to fetch the Headteacher, Assistant Headteacher or Support Services Manager. All pre arranged visits are recorded in the diary, allowing staff to check to see which visitors are expected. Visitors must sign out and be escorted off the premises by staff at the end of the visit.

Contractors should make appointments when our pupils are not on site. Unless there are emergency works scheduled, in this instance, they must be escorted by a member of staff.

## **Appendix 5**

Visitor information leaflet. All visitors will sign to say they have read and understood the schools safeguarding information, use of mobile phones and fire drill procedures.

\_\_\_\_\_ **Chair**

\_\_\_\_\_ **Date**