NAS Visitors to Schools Policy – SO 0327

Date of issue	January 2004
Date reviewed	July 2023
Date of next review	November 2023
Version number	V4.1
Policy lead	Education Directorate
Distribution	Schools
Date ratified by board	June 21st 2021

EQUALITY STATEMENT

We will regularly review our policies to ensure that we are

- promoting equality of opportunity
- eliminating discrimination and harassment
- valuing diversity and promoting positive relationships
- providing an inclusive education which enables all pupils to develop their full potential
- meeting the requirements of the Equality Act 2010 and the protected characteristics therein.

QUALITY OF LIFE FRAMEWORK

All NAS schools and Children's services follow our Quality of life (QoL) Framework. In implementing this framework, we listen to pupils, parents and the child's keyworker to understand what is important to them in relation to their quality of life. We then work as a transdisciplinary team to ensure we plan each child's education carefully and cohesively, shaping each pupil's provision around their EHCP and agreed developmental goals in order to develop pupils' knowledge and skills now and for the future.

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1. Purpose of this document

To outline the NAS Education Directorate's policy for NAS schools' approach to visitors in our schools. The intention is to ensure that visits to schools are regulated, accompanied and vetted as appropriate to ensure the safety of all pupils and staff.

2. Scope

This policy applies to all schools and all visitors to our schools.

3. Approach

Parents/carers are not regarded as visitors but as partners in the child's education. Visitors are welcomed and their contribution recognised to the role of the school. To ensure minimal disruption to pupils, visits are limited to specific individuals or groups, and these may need to be prioritised. These individuals or groups include parents of children with autism, medical professionals, professionals associated with individual pupils, professionals from other NAS/LA establishments, fundraisers, voluntary workers, students on college placements, research workers or as deemed appropriate at the Principal's discretion.

Please refer to **Ensuring the Security of Services Policy and Procedure SO-0329** for list of visitors who are entitled to enter NAS premises.

4. Objectives

NAS schools seek to promote community links and professional partnerships whilst maintaining best interests and minimal disruption to pupils.

5. Operational delivery

Visits to Schools – Procedure

5.1 A staff member must authenticate all visitors and ensure:

- Visitor(s) sign in at Reception
- Visitor(s) provide photo ID in the form of a current valid driving licence or passport (and DBS paperwork if available)
- Visitors wear their visitors' badge at all times
- Visitors with no ID will not be allowed on-site as their identity cannot be established; this will not apply where the visitor is already known to a senior leader and is part of the wider National Autistic society team / member of the local governing body or trustee and where they are included on the Single Central Register.
- Visitors will be accompanied during their visit

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- Visitor(s) who are not expected will be retained in Reception until a member of SLT has spoken with them regarding the purpose of their visit; they will not be admitted beyond Reception
- Arrange for the visitor to be collected and escorted to the person to whom they are visiting
- Upon visitor(s) leaving, Reception staff must require the visitor(s) to sign out, and retrieve the visitor badge provided

5.2 Visitors names, business, car registration number, in and out times must be recorded in the approved visitors' book / or within electronic signing in systems.

5.3 All visitors will be required to read Emergency Evacuation / Fire Procedures when signing the visitor's book on arrival.

5.4 All visitors will be given information on what do if they have a safeguarding concern.

5.5 Visitors will not to be given unsupervised access to pupils.

5.6 Should an incident occur, visitors should not attempt to become involved unless essential to prevent injury. Direction must be taken from staff and if asked to leave must do so immediately.

5.7 The National Autistic Society cannot accept any responsibility for personal belongings. Belongings should not be left unattended and mobile phone / similar device (such as a 'smart' watches) must be switched to silent.

5.8 Each NAS school must make staff aware of protocols and procedures for use of mobile phones / technology with camera/video capability.

5.9 Photographs or videos are not to be taken of the people we support without their agreement to do so or as agreed in their best interests.

5.9 Where staff have permission to take photographs / videos of activities with the people supported then these can only be shared with consent on NAS internal social media sites (e.g. Yammer) and with the individual's family and friends via agreed methods.

5.10 Under no circumstances should any information about a person we support be uploaded onto any staff personal social media account or any other social media account that is accessible by the public.

5.11 Photographs or videos must not be taken in toilets and bathrooms, changing rooms or bedrooms and should never compromise the dignity of the people supported

5.12 Permission from the appropriate manager should be gained for staff to use their personal devices. Where photographs / videos are taken on staff personal devices,

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these must be. deleted once transferred to the appropriate NAS medium on the same day.

5.13 Principals/designated deputies reserve the right to cancel or refuse any visit if there is any risk or health and safety issue.

5.14 Requests for research projects to be undertaken at the discretion of the Principal, who will discuss with the Head of Research, Evaluation and Monitoring. A condition of any research will be that a summary of findings will be forwarded to the school on completion and prior to any publication.

5.15 Pupils confidentiality must be respected at all times and pupil's identification must not be divulged in any staff research or projects without the appropriate consent.

5.16 Schools must check visitors ID and where applicable DBS.

5.17 Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

5.18 Where schools use outside professionals to deliver educational sessions or act as visiting speakers schools should undertake an assessment of the education value, age appropriateness of what is going to be delivered and be confident of the content and message delivered by visiting speakers.

5.19 Materials to be delivered by external speakers should be discussed prior to delivery and any resources viewed.

6. Responsibilities

All staff have a responsibility to follow this policy.

Staff must notify Reception in advance of any expected visitor(s).

All members of staff must, when safe to do so:

- approach directly, or alert a colleague to, any person who is not displaying a visitor badge so they can be escorted to Reception and officially signed in, or be required to vacate the site immediately
- approach directly, or alert a colleague as appropriate to the circumstances, to any visitor(s) who appears to be acting suspiciously
- approach directly, or alert a colleague to anyone who appears to be in the wrong zone to establish if they are lost or require assistance

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If an unauthorised person is on-site and refuses to leave, dial 999.

7. Evaluation of policy

Principals will monitor the implementation of this policy and provide feedback to the policy lead. This policy will be reviewed on a bi- annual basis.

8. References

Ofsted
Department for Education
Purchasers Contracts
Contract for the Placement of Children and Young People in Day and Residential Independent & Non-maintained Special Schools
NAS Standard Terms and Conditions

9. Related policies

Data Protection Policy SC-0001
Record Retention Policy SC-0002
Security in Adult Services & Schools policy SO-0257
School Staff Making Home Visits policy SO-0323

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