The Head Teacher & The School Governors welcome you to The Norwood School and assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and well-being of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Safeguarding Lead and the Senior Leadership Team of the school to ensure that this duty is uncompromised at all times.

Responsibility
The responsibility for the Policy is with the Head Teacher who is responsible for implementation, co-ordination and review. The Head Teacher is also responsible for liaising with the site and reception staff and Child Protection Officer/Designated Safeguarding Leads as appropriate. All breaches of this procedure must be reported to the Head Teacher.

The school’s aim is to safeguard all children both during school hours and in out of school hours’ activities which are arranged by the school.

Our Objectives
To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies
The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

Visitors to the School
All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list).

All visitors must follow the following procedure:
• On site, all visitors must report to reception first via Crown Dale front gate.
• Delivers arriving at the Elder Road car park must contact the reception on the gate intercom who will alert premises staff.
• At reception, all visitors must state the purpose of their visit and who has invited them.
• Visitors should be ready to produce formal identification upon request.
• All visitors will be asked to sign in using the school’s Invetary System which is in reception at all times making note of their name, organisation, who they are visiting and car registration number if applicable.
• All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
• Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor.
• The contact will then be responsible for visitors while they are on site.

Who this policy applies to:
- All staff employed by the school.
- All external visitors entering the school site during the school day or for after school activities, including peripatetic tutors, sports coaches, artists and performers.
- All governors of the school.
- All parents and volunteers.
- All pupils.
- Other education related personnel.
- Building, site maintenance and all other independent contractors visiting the school premises.
- Independent contractors who may transport pupils on minibuses or in taxis.

Any visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List. The School will hold an approved visitor list for all visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff). To qualify for this list, the visitor must have demonstrated, prior to visit, that:

a. They have a current clear enhanced DBS check and a copy of this has been registered on the School’s Central Record System.

b. A current clear DBS children’s barred check has been undertaken and is in place.

c. Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in using the schools Inventory System).

d. A copy of the approved visitor list will be kept behind reception at all times.

Visitors MUST leave via reception and enter their departure time in the Inventory System alongside their arrival entry.

A member of staff should escort the visitor to the reception.

Unknown/Uninvited Visitors to the School or any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in properly and be issued with an identity badge.

The procedures under “Procedures & Procedures – Visitors to the School” as above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The relevant SLT member will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors and volunteers and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office. The School must check all governors’ and parent helpers’ DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Invetary System. New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Head Teacher and Chair of Governors. New governors will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

As part of their induction, new staff will be first made conversant with this policy for external visitors and asked to ensure compliance with its procedures at all times.

This policy and procedures should be read in conjunction with other related school policies, including Safeguarding Policy/Health and Safety Policy/Eye Policy.

The policy will be reviewed September 2018

Safeguarding of Children

Safeguarding is defined as:

- protecting children from maltreatment;
- preventing impairment of children’s health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best life chances.

The Norwood School is committed to safeguarding and promoting the welfare of all its pupils/students. We believe that:

- All children/persons have the right to be protected from harm;
- Children/persons need to be safe and to feel safe in school;
- Children/persons need support which matches their individual needs, including those who may have experienced abuse;
- All children/persons have the right to speak freely and voice their values and beliefs;
- All children/persons must be encouraged to respect each other’s values and support each other;
- All children/persons have the right to have the right to be supported to meet their emotional, and social needs as well as their educational needs;
- Happy healthy, sociable child/person will achieve better educationally;
- Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking, behaviours, and
- All staff and visitors have an important role to play in safeguarding children and protecting them from abuse.

The Norwood School will fulfil their local and national responsibilities as laid out in the following documents:

- Working Together to Safeguard Children (DfE 2015)
- Keeping Children Safe in Education: Statutory guidance for schools and colleges (DfE September 2016)

Designated Safeguarding Leads

The school has Designated Safeguarding Leads, these are:

- Theresa Corcoran – Designated Safeguarding Lead
- Richard Cole – Deputy Designated Safeguarding Lead
- Janene Rose – Deputy Designated Safeguarding Lead
- Edith Imaphodon – Child Protection Officer
- Ferron Morgan – Child Protection Officer

The Chair and the Head Teacher have delegated the duties of the Designated Safeguarding Leads to the staff in their absence.

The Named Governor for child protection at the school, Ms Kate Hodges, has undertaken CWDC/NCSL Safer Recruitment training.

The responsibilities of the DSL are defined in the School’s Safeguarding Policy.