



Malmesbury School

This Policy will be reviewed in 2024

Guidance for Visitors

Introduction

This document provides a guide for adults visiting Malmesbury School (including governors, volunteers and visitors) about acceptable conduct to protect both adults and students. This policy follows the guidance outlined in the document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings.' 2015 and 'Keeping Children Safe in Education' 2020.

All adults working in school should know the name of the **Designated Safeguarding Lead (DSL), Mr Clark Harrell**, and be familiar with local child protection arrangements, and understand their responsibilities to safeguard and protect children and young people. It is important that adults working in the school also know that **Mrs Sarah Haines** and **Mr Dan Baker** can be approached regarding child protection concerns in Mr Clark Harrell's absence. Their photographs are printed on the visitor's badge you will be given.

A. Underpinning Principles

1. The child's welfare is paramount.
2. Visitors should understand their responsibilities to safeguard and promote the welfare of students.
3. Visitors are responsible for their own actions and behaviour and should avoid any conduct that would lead any reasonable person to question their motivation and intentions.
4. Visitors should work and be seen to work, in an open and transparent way.
5. Visitors should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
6. Visitors should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
7. Visitors should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief, sexual orientation.
8. Visitors should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
9. Visitors should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.
10. Visitors should be aware of The Athelstan Trust's Child Protection Policy (which includes arrangements for managing allegations against staff), Code of Conduct and Whistleblowing Policy. These can be provided on request.





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B. All visitors to the school must:

1. Show DBS details to school reception staff when they sign in if they are to:

- interact on a 1:1 with children without being accompanied by a member of the school staff
- walk around the school unaccompanied by a member of school staff

This requirement covers all visitors including external verifiers, exam board representatives and visitors from other schools not in the Athelstan Trust.

This does not include government inspectors, employees of Wiltshire County Council, Virgin Care, members of the emergency services and employees of the Athelstan Trust as long as they can show photographic identification linking them to their organisation.

2. Wear a visitor's badge over their clothing to ensure that it is visible at all times. Badges with a blue lanyard should be worn by visitors who are free to move and interact unaccompanied around the school. Badges with a red lanyard should be worn by visitors who must be accompanied by a member of school staff during their visit.
3. Take a professional approach to confidentiality by only sharing information about students and their families when legally permitted to do so.
4. Pass on information and issues relating to Child Protection **must** be passed on to the Designated Safeguarding Lead.
5. Adopt high standards of personal conduct and provide a good example and a positive role model to students.
6. Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you:
 - are not sarcastic, and do not make remarks or 'jokes' to students of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
 - do not embarrass or humiliate children.
7. Do not discriminate favourably or unfavourably towards any child. For example:
 - Treat all pupils equally – never build 'special' relationships or confer favour on particular pupils.
 - Do not give or receive (other than token) gifts unless arranged through school.
8. Ensure that relationships with pupils remain on a professional footing. For example, you must:
 - a. Only touch students for professional reasons, and when this is necessary and appropriate for the student's wellbeing or safety.
 - b. Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
 - c. Not make arrangements to contact, communicate or meet with students outside of work (this includes use of email, text and social media).
 - d. Not develop 'personal' or sexual relationships with students. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity).
 - e. Not take photographs or videos of children in the school.





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9. Receive a safeguarding information leaflet and a visitor's badge that must be worn at all times when in and around the school building.
10. Sign to confirm they have read the 'Guidance for Visitors' and will abide by its principles.

Signed: _____ Date: _____

Print Name: _____

In what capacity are you in school? _____

