

Caterham School Visitors and Supervision Policy

The school does all it can to ensure that our procedures are robustly followed, and they are reviewed annually.

This policy works in conjunction with

- Safeguarding Policy
- Health and Safety Policy
- Recruitment, Selection and Disclosure Policy

Procedures for visitors: overview

- During normal school hours, everyone who visits the School presents themselves to Reception (Senior, pre-Prep or Prep School) to sign in, during which formal identification will be sought. Then they are given a lanyard which acts as both a means of identification for members of the school community and an aide-memoire regarding safeguarding and other emergency procedures. All such occasional visitors must be accompanied at all times.
- In the case of contractors, whether in school hours or out of school hours, the Director of Estates or his delegated deputy will have ensured that the requisite checks have taken place and an appropriate contractor's lanyard has been furnished.
- In the case of members of the public visiting the school for wider community events, such as ArtsHouse productions or Open mornings, the school always endeavours to know the names of those in attendance (such as through the theatre bookings system or the Admissions visitor list and name-badge protocol). On such occasions our Security Team remains especially vigilant, and does the wider school community.
- Parents or prospective parents who wish to visit the School Shop will nearly always do so by appointment, and are advised that for their first and subsequent visits to ensure they sign in at Reception.
- If visitors arrive when Reception is closed, they must wait for their point of contact member of staff to arrive and meet them and, subsequently, must be accompanied at all times while they are here. The member of staff must also call the SMT phone to ensure that the duty SMT member is aware of this.

All school staff wear lanyards to identify themselves to pupils and to one another, and all of the school community is routinely reminded to challenge politely anyone they do not recognise or who is not wearing a lanyard.

SUPERVISION OF VOLUNTEERS, AGENCY, CONTRACT AND UNCHECKED STAFF

Contractors engaged by the School who have regular or unsupervised contact with pupils must complete the same checks for their employees that the School is required to complete for its staff. The School requires written confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again the School requires written confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by the contractor or agency.

All staff, volunteers, sports coaches, music and other peripatetic staff will be recruited via the Human Resources Department, subject to the relevant Senior Management Team approval and will undergo the following pre-engagement checks:

1. Completion of application form
2. Interview, it is recommended that at least one interviewer is trained in Safer Recruitment
3. Any gaps in employment are identified and discussed at interview
4. Names, addresses and contact details of two referees are provided, one of which should be current or most recent employer where applicable
5. Completion of medical self-declaration
6. Enhanced DBS check which includes a barred list check.
7. Presentation of all the original documents requested to support the DBS application
8. Addresses provided where candidate has lived in the last 5 years, overseas check where applicable (see Part A 1 b)
9. Presentation of original qualification certificate(s) where applicable
10. Documentary evidence provided of right to live and work in the United Kingdom (e.g. current passport or birth certificate)
11. Official photo identification provided (e.g. current passport or driving licence)
12. Department for Education Prohibition and EEA sanctions checks for teaching staff
13. Department for Education Prohibition from management of an independent school (for academic heads of department and above including the Bursar)
14. Self-declaration (personally and by association) for those working in Early Years and after school care.

In exceptional circumstances the member of staff may commence work prior to receipt of satisfactory DBS disclosure. Under these circumstances all of the above pre-engagement checks must be completed in addition to the following:

1. Barred List Check (previously known as List 99 Check)
2. DBS application has been applied for by the School
3. Risk Assessment put in place (see example in Appendix 2)

a. Volunteers

Regular volunteers at the School are generally considered to be in regulated activity due to the difficulties in ensuring constant supervision and therefore subject to similar checks to other

members of staff. In particular individuals interested in volunteering at the School will need to complete the following:

1. Volunteer Application form including details of last employment
2. Names, addresses and contact details of two referees, one of which should be current or most recent employer where applicable
3. Completion and submission of DBS application form which will include a Children's Barred List check.
4. Informal interview with the person for whom they will volunteer
5. Addresses provided where candidate has lived in the last 5 years
6. Documentary evidence provided of right to live and work in the United Kingdom (e.g. current passport or birth certificate)
7. Official photo identification provided (e.g. current passport or driving licence)
8. Department for Education Prohibition checks where necessary

See *vetting checks summary – appendix 1*.

Volunteers will not be able to work at the School until all the above checks have been carried out. All volunteers will be inducted in relation to behavioural conduct, health and safety and child protection.

Where volunteers are considered *not* to be in regulated activity a risk assessment must be undertaken to support this decision.

b. Contractors

The majority of contractors work at the School in secured sites or outside term-time and therefore have no direct contact with pupils. Pupils are not allowed in areas where builders are working for safeguarding, health and safety reasons. Any regular contractor working during term time who may have unsupervised contact with the pupils is subject to the recruitment procedure described on page 1 of the document (with the exception of a barred list check if not engaged in regulated activity); they are also required to sign in each day at Reception and to wear an identification badge. Contractors who are on site during term time, are occasional visitors and do not meet the definition of regulated activity (and therefore will have not completed the described checks) will be required to sign in at Reception (Pre-Prep., Prep School or Senior School), wear a visitors badge and be appropriately supervised by a member of the Estates team or other suitable member of staff at all times.

The School is required to check the identity of all contractors on arrival.

c. Taxi Firms and School Bus Providers

All taxi firms and school bus providers commissioned by the School have written agreements in place to ensure that all taxi and bus drivers working in direct contact with pupils have been DBS checked at an enhanced level. The School will only work with taxi firms and agencies that can demonstrate that they have effective vetting arrangements for their staff.

d. Agency / Supply Staff and Visiting Professionals

Agency staff are occasionally used to cover short-term operational needs e.g. cover for sick leave or extra staff needed for a specific function. Safer recruitment checks are required for all supply and agency staff. The supply agency must provide written confirmation that they have conducted these checks, including an enhanced DBS disclosure and provide a copy of the disclosure number and references taken on request. The agency member of staff must arrive with a copy of their disclosure

and photographic identification.

Professionals employed by third parties who work at the School (e.g. the School Doctor) will have been checked by their employing organisation. Written confirmation will be required and the individual must present identification.

e. PGCE Students

Where PGCE students attend a work placement at the School, the teacher training provider should ensure that an enhanced DBS disclosure is applied for when a place at a teacher trainer institution has been accepted. Disclosures should therefore have been received by the teacher training institution prior to the student commencing their placement at the School. As with agency staff, the teacher training provider must assure the School in writing that all required vetting checks have been carried out. The student should bring their disclosure document and photographic identification with them when starting their work placement at the School.

In all cases the PGCE students will be appropriately supervised by a permanent member of staff throughout their placement.

f. Visiting Speakers

The School recognises the value of visiting speakers in enhancing the curriculum.

The School's preparation for the visiting speaker

The School satisfied that the content of the presentation is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty.

1. A suitable member of staff will be designated to organising the visit and for meeting, signing in/out and supervising the speaker at all times during their visit.
2. The member of staff responsible will check that the work of the agency or visitor is known to them using the checklist in appendix 4.
3. Clear guidelines will be provided to the speaker for the content of the speaker's input which will inform the planning of the visit and any preparatory or follow up work. The speaker will be provided with information on ability, age, number of pupils in the group and any special needs requirements. The date, time and duration of the session will also be confirmed as will resources and equipment required.
4. The speaker will clearly outline in advance the aims and outlines of their session with methods, content and approaches and the supervising member of staff should ensure that these are consistent with the Schools Philosophy and Aims.
5. The speaker should be made aware of any relevant school policies and procedures.

DBS vetting checks will not be required for speakers whose visits do not qualify under the School's requirements for vetting checks (see appendix 1) providing they are fully supervised by a designated member of staff at all times during their visit. The visitor and checks will be listed on a register held in HR. Access to boarding areas are prohibited. Please contact the HR Department or Designated Safeguarding Lead should you have any queries.

g. Host Families involved in UK Homestay arrangements

Where a family hosts a student in their own home as part of an exchange scheme, the primary carer will be required to undertake an enhanced DBS disclosure check prior to the exchange student taking residence. The primary carer is defined as the responsible adult in the household who will be most present during the stay.

The trip leader will initiate the process at least 17 weeks prior to the commencement of the Exchange by sending a list of pupils and the name of the partner school to the HR department. A letter will be prepared and signed by HR and the Administration department will send it by iSAMs message to the Caterham host families. The letter establishes the name and contact details of the primary carer and should be returned to HR 16 weeks prior to the commencement of the Exchange. The HR department will inform Cath Drummond and the trip leader of the progress of vetting checks and when parents have been cleared. Any concerns regarding the content of a DBS disclosure will be shared directly with the DSL for the Senior School and a risk assessment will be undertaken.

h. Risk Assessments where DBS disclosures are not received

In most cases a DBS disclosure is obtained before an individual begins work. On occasion however, the DBS disclosure may not have been received prior to the start date of employment. This may happen where there is a significant delay at the Disclosure and Barring Service or where there is an urgent need for the individual to start, for example when covering sick or other emergency leave. In these cases, where all other employment checks have been completed, and subject to a risk assessment (see *appendix 2*), an individual may be able to start work if the risk to pupils is considered to be low and where effective supervision of the individual is in place. The member of staff may not enter the Pre- Prep School or Boarding areas. A letter confirming the arrangement will be provided to the member of staff and their supervisor who must sign it to indicate that it has been read, understood and agreed to. The supervisor must be fully vetted themselves, preferably more senior than the individual and the arrangement must be subject to a review every two weeks.

In the case of Homestay arrangements, a risk assessment will be undertaken and alternative accommodation may be found in the event of a DBS certificate not arriving in time for the UK visit.

Peter Curtis, Director of Estates

Reviewed September 2023

Next review: 2024