

## **VOLUNTEERS, VISITORS, SUPPLY STAFF & CONTRACTORS – SAFEGUARDING PROCEDURES**

### **Statement of Intent**

Sutton Grammar School is committed to safeguarding and promoting the welfare of students in our care and expects all staff, contractors, volunteers and visitors to share this commitment.

The school is committed to procedures that help deter, reject or identify people who might abuse children, and take all necessary steps to check suitability to work with or around children as detailed within the statutory guidance documents 'Working together to Safeguard Children' (July 2018) and 'Keeping Children Safe in Education' (September 2021).

This is achieved by:

- Adhering to the statutory responsibilities to check staff who work with children
- Ensuring checks on all staff, teaching and non-teaching, temporary, supply or salaried trainees are in place and details are held on a central record.
- Taking proportionate decisions on whether to ask for any checks beyond what is required
- Ensuring that checks for volunteers, visitors and contractors are at the appropriate level and supervision is provided accordingly

**If a member of staff has concerns about a visitor, contractor, supply staff, student placement or volunteer's suitability to work with children, they should raise this with the Designated Safeguarding Lead (DSL), Mrs Kate Ross, at the earliest opportunity.**

**Under no circumstances should an individual in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.**

A regulated activity (as defined by KCSIE (2021) includes:

- a) teaching, training, instructing or supervising children if the person is unsupervised;
- b) providing advice or guidance on well-being;
- c) driving a vehicle only for children;
- d) regular work within the school with the opportunity for contact with children, but not including work done by supervised volunteers.

**At Sutton Grammar School the following processes are followed as appropriate:**

#### **Visitors:**

Individual visitors arriving at the school reception must be met, escorted and supervised by the member of staff they are visiting whilst on the school premises. Details of the school's safeguarding procedures will be provided and the visitor will be expected to wear a school visitor's identity badge and the appropriate lanyard at all times during their visit.<sup>1</sup>

**No visitor (unless the school has prior confirmation of DBS clearance and a copy of the DBS number) will be allowed to wander the school site on their own.** It is the responsibility of the host to ensure that they are supervised at all times.

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<sup>1</sup> See Appendix A for Sutton Grammar School's lanyard system



**Any individual seen on the school site either not wearing a school visitor's badge or wearing a red lanyard who are on their own will be challenged by school staff and brought to the school office to sign in.**

#### **External speakers or student workshop leaders:**

Where an ad hoc workshop or presentation is to be delivered to students from an external organisation or individual, checks should be carried out as appropriate by the member of staff organising the event. For example advance copy of the presentation/format or workshop to ensure there are no safeguarding issues and whether the attendees/presenters have a current DBS check of the appropriate level.

If the individual/s do not hold an Enhanced DBS certificate (or this has not been assured by the organisation supplying the leaders) they will always be supervised during their visit.

On arrival the link member of school staff will check that the person presenting themselves is the same person on whom the checks have been made, by requesting evidence of photographic identity (e.g. company photographic identity card, passport or photocard driving licence). Details of the school's safeguarding procedures will be provided and they will be expected to wear a school visitor's identity badge and appropriate lanyard at all times.

#### **Volunteers (including ad hoc, college/unpaid work experience/Pre-PGCE school experience):**

Volunteers can enhance the learning opportunities of our students by contributing a range of skills and experiences. If volunteers are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis (e.g. supervised volunteers) the school will undertake a risk assessment, and use professional judgement and experience when deciding whether to seek a barred list check or an enhanced DBS check. In doing so the following will be considered (in line with KCSIE (2021)):

- the nature of the work with children;
- what the school knows about the volunteer, including formal or informal information offered by staff, parents/carers and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- whether the role is eligible for an enhanced DBS check.

Prior to their arrival the volunteer should be asked by the member of staff arranging the volunteering to contact Jo Georgiou and provide the school with the necessary personal information to comply with safeguarding requirements. Upon arrival photographic evidence of their identity (e.g. passport or photocard driving licence) will be requested. Information will be provided on the school's safeguarding procedures. Volunteers will be expected to wear a school visitor's badge and appropriate lanyard at all times.

**If the volunteer does not have a DBS certificate they should be supervised at all times whilst on the school premises by a member of staff. They are not to be left on their own with a student or group of students.**



The school may obtain a barred list check where appropriate, and/or an enhanced DBS certificate (which should include barred list information) for all volunteers who are working unsupervised in regulated activity. Depending on the nature of the volunteer's role the cost of obtaining an external check may be passed on to the individual. Where checks are carried out on volunteers these will be recorded in the single central record.

### **Members of the Trust:**

The school will ensure that an enhanced DBS check is processed, and that identity checks are completed before any individual takes up their position as a Trustee. A check will also be carried out to ensure that the individual is not subject to a Section 128 direction that would prevent them from taking part in the management of a school. Details of the checks carried out will be recorded on the single central register.

All Trustees will be given information on the school's code of conduct and safeguarding procedures and guidance. Trustees will be expected to wear their school identity badge and lanyard whenever they are on the school site.

Governance is not a regulated activity and so members of the Trust do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

### **Trainee/student teachers:**

Where applicants for initial teacher training are salaried by the school, the checks required for staff appointments will be carried out, including an enhanced DBS certificate (with barred list information) as trainee teachers are likely to be engaging in regulated activity.

Where trainee teachers are fee-funded (for example SCITT or PGCE placements), it is the responsibility of the initial teacher training provider to carry out the necessary checks. Evidence of this will be requested by the school from the training provider prior to arrival to confirm that the trainee has been judged by the provider to be suitable to work with children.

On arrival at the school the individual should provide evidence of photographic identity (e.g. passport or photocard driving licence). Individuals will be given information on the school's safeguarding procedures and will be expected to wear the school identity badge and appropriate lanyard provided to them at all times.

### **Contractors:**

**Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised during the school day/term, or engage in regulated activity.** The appropriate level of supervision will depend on the circumstances.

The school will ensure that any contractor, or any employee of the contractor, who is to work regularly at the school, has been subject to the appropriate level of check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required, or supervision at all times on the premises will be provided.



In the event that a contractor or employee of the contractor has a Standard DBS certificate, a risk assessment will be carried out regarding the nature of the work being carried out and the location, timing and timescale of work being carried out.

The contractor is responsible for confirming what checks have been carried out on their employees as part of the tendering process. This should be in writing.

On arrival the identity of the contractor should be confirmed by photographic evidence (e.g. Company identity card); they should be given details of the school's safeguarding procedures, and if the contractor does not have a DBS certificate, they will be supervised at all times whilst on the premises during the school day/term.

All contractors will be expected to wear a school visitor's badge and appropriate lanyard at all times. A central list of contractors will be retained by personnel.

### **Supply staff:**

The school will obtain written notification from any agency, or third-party organisation providing staff to ensure they have carried out employment checks on the individual prior to arrival. This includes an enhanced DBS certificate (including barred list information as appropriate to role), prohibition checks and confirmation that the individual has been judged by the provider to be suitable to work with children.

On arrival the designated member of school staff will check that the person presenting themselves is the same person on whom the checks have been made, by requesting evidence of photographic identity (e.g. company photographic identity card, passport or photocard driving licence). Details of the school's safeguarding procedures will be provided and they will be expected to wear a school visitor's identity badge and appropriate lanyard at all times.

With regards to supply staff, the school will maintain a single central record of the checks that have been carried out on agency staff provided to the school.



## APPENDIX A: SUTTON GRAMMAR SCHOOL LANYARDS

LANYARD COLOUR	TEXT	PEOPLE
Black	White	All school staff
Maroon	White (student)	All students Years 7-11
Purple	White (SGS Sixth Form)	All Sixth Form students
Blue	White	Trustee
Red	White (visitor)	Visitors with no DBS – <b><i>must be accompanied at all times</i></b>
Green	White (visitor)	All visitors with DBS and photo ID



## APPENDIX B: SUTTON GRAMMAR SCHOOL VISITOR GUIDANCE

### Safeguarding Children and Child Protection: Guidance for Visitors

Sutton Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all members of the school community (including staff, parents, members of the Trust, contractors, visitors and volunteers) to share this commitment and maintain a vigilant and safe environment.

A copy of the school's Safeguarding Policy is available in reception.

Please sign in on your arrival and collect a visitor's badge and lanyard. This must be worn at all times. Remain with your host at all times unless we confirm we have prior DBS clearance for you. If you have a red lanyard you must be accompanied by a member of staff when on the school site. On your departure please sign out and return your badge and lanyard.

This guidance contains important information about our safeguarding and child protection procedures that all adults working with and around children and young people at the school must observe.

Please see below the Safeguarding Team at Sutton Grammar School:

**The Designated Safeguarding Lead (DSL) is: Kate Ross – Deputy Headteacher**

**The Deputy Designated Leads (DDSL) are:**

**Mr Tony Blunt – Head of PE and Games**

**Mr Alex Marsh – Head of Upper School**

**Mr Chris Robson – Head of Lower School**

**Mrs Lynda McDonald – Head of Year 13**

**The DSL or DDSLs can be contacted via the school office**

#### **What should you do if you are worried about a child or young person?**

**Safeguarding is everybody's responsibility.** If you have any concerns about the welfare of a child at the school, you should share this information immediately with the DSL or a DDSL. Please do not leave the school without having shared your concerns, even if you feel you are reporting a small matter. In some cases, small pieces of information, when placed alongside information from other colleagues can add up to a serious cause for concern. It is vital therefore that all information is shared with the Safeguarding Team.

#### **Child Protection Procedures**

Everybody who works with children has a responsibility for keeping them safe and protecting them from abuse. Please be aware that a child may disclose abuse to you; they may do this by telling you what happened or indirectly telling friends, or by asking for advice about a situation, say involving another person. In school you may observe physical signs, notice changes in the child's behaviour or presentation, application to study, friendships, or pick up signs of emotional distress.

**We ask that you report anything that might worry you to the DSL or a DDSL immediately.**

