



## St Matthew's CE Primary School

# Vetting Policy for Outside Agencies

**Please note that this policy should be read and reviewed in conjunction with the school's Safeguarding and Child Protection policies and guidelines.**

St Matthew's CE School is a caring community, whose values are built on Christian foundations, encouraging mutual trust and respect for all. We welcome visitors from the local community and outside agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our pupils with a broad, balanced and enriched curriculum which reflects our Christian principles and celebrates the rich heritage of our pupils. We see the inclusion of visitors' input into the school's curriculum as one means of ensuring that we meet this aim. This enables our pupils to question and learn from people from various walks of life and disciplines, gaining a wider insight into the lives of other people and the world in which we live. We recognise the valuable contribution this makes to children's learning and life experiences.

### **Vetting Procedures**

The following vetting procedures are implemented to ensure the safety and security of all pupils, staff, volunteers and visitors. These procedures have been carefully designed to ensure school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

### **Volunteers**

School supports parents/cares and other adults who wish to work as volunteers.

There are two main ways of helping:

**Occasional support** for school events, visits or trips. This is where parents/volunteers commit to supporting an individual event. This is classed as infrequent contact and does not require a DRB check and permission to undertake this role is at the discretion of the headteacher. School would not use this type of volunteer on a residential trip, where more frequent contact might be necessary.

**Regular support** in school is when parents/carers or other adults offer regular support to the school for a period of time. This commitment will be discussed with the Headteacher and mutually agreed duties will be defined. Once the regularity and nature of the work is defined, the decision about a DRB check will be made in line

with national guidelines. If a DRB check is required, this will be carried out before commencement of voluntary work in school. Details of the check will be kept on the schools Single Central Record.

Regular volunteers will be given an induction briefing and induction pack to ensure they are aware of school's key policies and procedures, including who to report safeguarding issues to. They will not have unsupervised contact with pupils and will be fully supported by suitably qualified members of staff.

Volunteers will be required to sign in and out on the electronic visitors' log and to wear a school 'visitor' badge.

### **Work Experience and Training Placements**

The school offers work experience placements for adults in childcare and teacher training as well as young people wishing to have work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency or place of study and a formal statement, together with the student's DRB check information, will be provided to school prior to commencement of the placement. This information will be held until the end of their placement. Where a student is at secondary school, a statement of assurance as to their suitability will be obtained from the secondary school. Whilst these measures are strictly adhered to, we wish to assure all volunteers of our commitment to supporting their learning experience and stress that we value their contribution.

### **Contractors**

Where possible, maintenance work carried out on the school site will be outside of pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the school's safeguarding requirements, which consist of the following procedures:

- Contractors are required to sign in using the electronic log and report to the building site supervisor.
- They will be requested to present photographic identification related to their employment. In cases where this is not possible, a telephone call check will be made with the relevant employer before entry is permitted.
- A school visitor badge will be issued and prominently worn. This is to assure all school staff and children that contractors have completed the above procedures and are known to be on the site. Where a contractor does not display their school visitor badge, they can expect to be politely challenged by our staff who are vigilant in ensuring the above procedures are adhered to. Pupils are also encouraged to report to a member of school staff if any visitor they encounter on site is without a school visitor badge.

- In some special circumstances some contractors, who regularly work on school premises, will be required to have DRB verification in place. This is because the nature of their work means either they will be working in close proximity to children and/or working with sensitive materials e.g. ICT management.

In such cases, school will not carry out the DRB check. Before work commences, the contractors will be required to supply their employee's DRB details in line with government guidelines.

Visiting staff from the Local Authority, Primary Care Trust and private companies that have Service Level Agreements with school do not have to comply with the aforementioned vetting procedures as their organisations have issued a statement of assurance to the school. These statements assure school that enhanced DRB checks have been carried out on all staff who visit school. These staff will need to sign in using the electronic log and wear a 'visitor' badge.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will be required to submit DRB verification. However, they will still be informed that they will need to provide ID evidence when visiting the school.

### **Guidance for members of staff organising visits from external agencies and speakers**

The following procedures should be followed by all school staff involved in organising visits from outside speakers:

- Prior to the visit discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure that the visitor/external agency has the required expertise and necessary experience/skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims of the session.
- Inform the visitor/external agency regarding about any needs of the children (where applicable) so that the sessions are inclusive.
- Ensure that the activity meets Health and Safety guidelines and that visitors are aware of the school's safeguarding procedures and policy.
- Ensure that the visitor/external agency has a named contact and telephone number/email address.
- Ensure that the relevant staff members are present during the session as they are responsible for class discipline, monitoring and evaluation.