



# Rosh Pinah Primary School

**A School Visitor Policy  
(During the Period of the Covid-19 Pandemic)**

**Date of Ratification: December 2020**

**Date for Review: September 2022**

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## **Statement of intent**

This Policy is designed to outline the School's procedures regarding visitors to our School grounds. This Policy will enable our School to:

- Safeguard and protect the welfare of pupils and staff members
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Prevent unnecessary disruption to lessons and other educational activities
- Engage with the community and outside educational influences in a structured and productive manner
- Ensure the School remains COVID Safe.

### **1. Legal framework**

1.1. This Policy has due regard to all relevant legislation, including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2020) 'Keeping children safe in education'
- The Childcare Act 2006
- Education Act 1996

1.2. This Policy operates in conjunction with the following School policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Volunteer Policy
- Medicines in School Policy

### **2. Authorisation**

2.1. Individuals who would like to visit the School, but are not in contact with a member of staff regarding this, will arrange their visit through the School Office, who can be contacted on [admin@rpps.org.uk](mailto:admin@rpps.org.uk)

2.2. The Office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

2.3. The School Office will be contacted about a proposed visitation at least 2 days in advance. The School Office will pass all details on to the Headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

- 2.4. Teachers, or other staff members, arranging visitors to the School for educational purposes will collate all the above required information and pass this on to the School office for the Headteacher's authorisation.
- 2.5. Visitors who arrive at the School without a prior appointment may be permitted to meet with the Headteacher/other staff members where these members of the School staff are happy to do so. The visitor will not be allowed into the School without the supervision of a teacher, member of School office staff or member of the SLT.
- 2.6. Parents are discouraged from visiting the School during School hours unless for a School event or emergency. Where a parent arrives at the School, they will follow the visiting procedures outlined in [section 4](#).

### **3. Safeguarding**

- 3.1. The School is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.
- 3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
  - Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised
  - Regularly providing advice or guidance on physical, emotional or educational wellbeing
  - Regularly driving a vehicle only for children
  - Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children
  - All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
  - All health care for children provided by, or under the direction or supervision of, a regulated health care professional.
- 3.3. The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- 3.4. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

- 3.5. The School will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

#### **4. Visiting procedures**

- 4.1. All visitors to the School, including parents, will comply with the following procedure:
- Immediately report to the School reception area on arrival
  - Provide their details to the School office staff, including:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
    - Expected length of visit
  - Sign-in using the visitors' book
  - Display ID badges provided at all times while on School property
  - Sign-out using the visitors' book upon departure
  - Return ID badges to the School office before departure
- 4.2. Visitors will be made aware of relevant School policies, including those in relation to health and safety, reporting a concern and emergency procedures.
- 4.3. Visitors will be advised that our School is a non-smoking area and smoking is not permitted anywhere within School grounds.
- 4.4. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the School has in place.

#### **5. Exceptions**

Visitors attending scheduled open days, sports events or other 'by-invitation' School activities will be exempt from the visiting procedures outlined in [section 4](#).

- 5.1. Anyone attending School events will keep to the areas of the School grounds where the events are taking place (e.g. the sports field, School hall).

#### **6. Unidentified individuals**

- 6.1. It is the responsibility of all staff members to politely question any individual who enters the School premises unaccompanied and/or without a clearly displayed name badge.
- 6.2. Any such visitors will be directed to the School office where they can sign-in.
- 6.3. If a visitor cannot be identified, the Headteacher will be informed immediately.

- 6.4. If a visitor refuses to report to the School office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **7. Visitor conduct**

- 7.1. Visitors to the School will be required to act in accordance with the School's Code of Conduct and other relevant School policies at all times.
- 7.2. The School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 7.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on School premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 7.4. In the event of persistent occurrence of unacceptable behaviour on the School site, the School has the right to request a banning order from the LA for the individual in question.

## **8. Monitoring and review**

- 8.1. This policy will be monitored and reviewed on an annual basis by the Headteacher.
- 8.2. The next scheduled review date for this Policy is November 2020
- 8.3. Amendments to the policy will be communicated to all relevant stakeholders.

## **Appendix 1:**

### **TO BE SENT TO ANYONE REQUESTING A VISIT TO THE SCHOOL**

#### **Visitors to the School Site during the Coronavirus (COVID-19) Pandemic**

##### **Statement of intent**

The School is committed to ensuring the health and safety and wellbeing of all of our staff members, pupils and visitors during the current pandemic. To fulfil our day-to-day roles, visitors need to come into the School, e.g. to deliver supplies, which is why we have implemented the temporary practices and procedures outlined in this appendix.

##### **1. Legal framework**

- 1.1. This appendix has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - DfE (2020) 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings'
  - DfE (2020) 'Keeping Children Safe in Education'
- 1.2. This appendix operates in conjunction with the following School policies/procedures:
  - School Risk Assessment for Opening of School
  - Child Protection and Safeguarding Policy
  - Health and Safety Policy
  - Coronavirus (COVID-19): Visitors in School Risk Assessment
  - Volunteer Policy.

##### **2. Before visiting the School**

- 2.1. Where possible, visitors will be kept to a minimum to mitigate the risk of coronavirus spreading.
- 2.2. Visitors will be informed that they must wear a facemask should the School require them to do so.
- 2.3. To mitigate mixing and visitors spending longer periods on the School grounds, all deliveries will be left outside the main entrance to the School. Signs will be displayed on the route into the School grounds asking delivery drivers to use the School intercom to notify the office of any deliveries.
- 2.4. Where possible, people will give the School 2 days' notice of their visit before visiting the School. People will request visitation rights by contacting the School office.
- 2.5. When requesting a visit to the School, the visitor will be asked to provide key information which will be recorded on the Visitor Declaration form (Appendix 2).

- 2.6. For testing and tracing purposes, all visitors will be required to give their names and a contact number before visiting the School site.
- 2.7. Anyone who does not want to submit their details or outline a reason for visiting the School will be denied access to the School grounds.
- 2.8. The Headteacher will review all visitation requests and reserves the right to reject requests if there is no legitimate reason to visit the School.
- 2.9. Official bodies, e.g. Ofsted and the police, will not have to request a visit to the School; however, they will be required to submit their contact details for testing and tracing purposes.
- 2.10. Once visitation requests are authorised by the Headteacher, visitors will be sent a copy of the School's Risk Assessment for full opening of School to understand the measures in place to protect themselves, staff members and pupils.
- 2.11. When they come on to the School grounds, visitors will be asked to sign a form declaring that, to their knowledge, they are in good health and that they have not been exposed to coronavirus, and to acknowledge that they have read and will adhere to the policies above.
- 2.12. If the visitor discloses that they have been exposed to, or are suffering from the symptoms of, coronavirus they will be asked to leave the School site immediately and the visit will be rearranged for a later date once the visitor has self-isolated.

### **3. Infection control**

- 3.1. Visitors will not enter the site if they are displaying symptoms of coronavirus – they will inform the Headteacher of this as soon as possible via telephone.
- 3.2. When the visitor arrives, the member of staff meeting the visitor will ensure that the visitor understands the School's Risk Assessment for Full Opening of School.
- 3.3. Posters will be displayed around the School to remind visitors to practice good hand and respiratory hygiene.
- 3.4. Where required, visitors will be designated their own toilets, washing areas and rest areas to minimise social mixing – these areas will be disinfected before and after use.
- 3.5. All toilets, infection control areas and areas designated for visitor use will have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins.
- 3.6. In the event there are multiple groups of visitors on the School grounds at the same time, visitors will ensure social distancing is adhered to and the Headteacher and other members of the School Leadership Team will ensure all parties can remain separate and properly adhere to infection control measures.



- 3.7. Visitors who become unwell with coronavirus symptoms will be sent home immediately.
- 3.8. In the event a visitor who is displaying symptoms cannot go home immediately, they will be asked to self-isolate in a designated area of the School, and will go home as soon as possible.
- 3.9. Areas that have been occupied by symptomatic visitors, including toilets, will be cleaned and disinfected as soon as possible.
- 3.10. Visitors who have delivered close contact care to pupils showing symptoms of coronavirus will be encouraged to get tested.
- 3.11. Once tested, the visitor will notify the School of their results for the purposes of testing and tracing procedures.
- 3.12. If used, visitor lanyards will be disinfected immediately when the visitor leaves the School.

#### **4. Social distancing**

- 4.1. Visitors will be expected and reminded to adhere to the Social Distancing Policy Statement at all times.
- 4.2. Where possible, contact time between visitors and staff members/pupils will be kept to a minimum.
- 4.3. Upon arrival at the School, the visitor will be expected to wear a face mask and or face visor. Where necessary, visitors will be given appropriate PPE to wear, e.g. gloves and a face mask.
- 4.4. The Headteacher will ensure stringent social distancing measures are in place to protect clinically vulnerable individuals.
- 4.5. Where possible, meetings will be undertaken remotely to minimise the number of visitors on the School site.

#### **5. Monitoring and review**

- 5.1. This appendix will be reviewed by the Headteacher in response to any new government advice.
- 5.2. Updates to this policy will be communicated to all staff members by the Headteacher.
- 5.3. Once the School resumes regular activity, and if deemed appropriate by the Headteacher, all sections within this appendix will expire.

## Appendix 2:

### **Visitor Declaration Form**

Due to the ongoing COVID-19 measures, we will be recording your name, contact details and date and time of arrival and departure of your visit for test and trace purposes.

All data collected by the School will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for test and trace purposes will be retained for 21 days in accordance with government guidelines and then securely destroyed by the School. For further information, please see the Privacy Notice in Appendix 3

In the meantime we would be grateful if you could complete the declaration below with a contact number and/or email address for test and trace purposes.

If you fail to suitably complete this form (or if you indicate false in either of the boxes below) we may be unable to authorise your entry onto School premises.

Declaration

Please tick one of the following: -

I can confirm that, at the time of my arrival: -      True    False

I am not experiencing any Covid symptoms (and if I experience any symptoms in the 7 days following I will inform the School)

I am not required to be in a period of isolation/quarantine

Signed:

Print Name:

Date:

Contact Number:

Email Address:

Time of Arrival and Exit:

## **Appendix 3:**

### **Privacy Notice for Visitors and Contractors**

Rosh Pinah Primary School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your visit with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all current and former visitors and contractors.

#### **Who Collects This Information**

Rosh Pinah Primary School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of a contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

#### **Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

#### **The Categories Of Pupil Information That We Collect, Process, Hold And Share**

We process data relating to those visiting our School (including contractors). Personal data that we may collect, process, hold and share (where appropriate) about you includes, but not restricted to:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Criminal records information as required by law to enable you to work with children e.g. DBS checks;
- Information relating to your visit, e.g. your company or organisations name, arrival and departure time, car number plate;
- Information about any access arrangements you may need;
- Photographs for identification purposes for the duration of your visit;
- CCTV footage captured by the School.
- 

#### **How We Collect This Information**

- We may collect this information from you, the Home Office, the DBS, other professionals we may engage (e.g. to advise us generally), our signing in system, automated monitoring of our websites and other technical systems such as our computer networks and connections, CCTV and access control systems, remote access systems, email and instant messaging systems, intranet and internet facilities.

## **How We Use Your Information**

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Where we need to perform the contract we have entered into with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- When you have provided us with consent to process your personal data.

We need all the categories of information in the list above primarily to allow us to perform our contract with you, with your consent and to enable us to comply with legal obligations. Please note that we may process your information without your knowledge or consent, where this is required or permitted by law.

The situations in which we will process your personal information are listed below: -

- Ensure the safe and orderly running of the School;
- To manage our workforce and those deployed on site;
- Personnel management including retention
- In order to manage internal policy and procedure;
- Complying with legal obligations;
- Carry out necessary administration functions to allow visitors and contractors on site;
- To monitor and manage access to our systems and facilities in order to protect our networks and for the purposes of safeguarding;
- To monitor and protect the security of our network and information, including preventing unauthorised access to our computer network and communications systems and preventing malicious software distribution;
- To answer questions from insurers in respect of any insurance policies which relate to you;
- Health and safety obligations;
- Prevention and detection of fraud or other criminal offences; and
- To defend the School in respect of any investigation or court proceedings and to comply with any court or tribunal order for disclosure.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

## **How We Use Particularly Sensitive Information**

Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring;
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

## **Criminal Convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

## **Sharing Data**

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. These include the following: -

- the Department for Education (DfE);
- Ofsted;
- [other Schools within the Federation/Trust];
- Law enforcement officials such as police, HMRC;
- LADO;
- Professional advisors such as lawyers and consultants;
- Support services (including HR support, insurance, IT support, information security, pensions and payroll);
- The Local Authority; and
- DBS.

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

## **Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

To determine the appropriate retention period for personal data, the School considers the amount, nature, and sensitivity of personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for processing the personal data, whether we can fulfil the purposes of processing by other means and any applicable legal requirements.

The School typically retains personal data for 6 years or for as long as the data is required subject to any exceptional circumstances or to comply with laws or regulations that require a specific retention period.

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Your Rights Of Access, Correction, Erasure And Restriction**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Under certain circumstances by law you have the right to: -

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party
- .

If you want to exercise any of the above rights, please contact the School Business Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is

another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right To Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the School Business Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **How To Raise A Concern**

We hope that Rosh Pinah Primary School can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the School Business Manager, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Retention of Data for Test and Trace**

Due to the COVID-19 pandemic, we will be recording your name, contact number and date and time of arrival and departure of your visit for track and trace purposes.

All data collected by the School will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for track and trace purposes will be retained for 21 days in accordance with government guidelines and then securely destroyed by the School.

The School have a legal basis for using your data in these circumstances which include for our public task, for the reasons of substantial public interest and in the interests of public health.

We may need to share your personal data with others for track and trace purposes. This can be with the NHS Test and Trace and emergency services, public authorities, as well as other stakeholders. This can only be done where it is necessary and proportionate for us to do so.