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| Visitors to School Screening Procedures |

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| **Policy Title** | |
| **Visitors to School Screening Procedures** | |
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| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
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| Approving Signature | Angela Mollan |
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**VISITORS TO THE SCHOOL-SCREENING PROCEDURES**

In accordance with our Screening Procedures Document the following applies:

**ALL VISITORS WILL BE ASKED TO SIGN IN AND COMPLETE OUR SAFEGUARDING DECLARATION.**

**VISITORS MAY BE ASKED TO COMPLETE THE VISITOR SCREENING DOCUMENT.**

**General Visitors not working with children**

General visitors may be issued with a 'Visitors Badge' but must be supervised by staff at all times. Schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children’s relatives or other visitors attending a sports day or performance.) The Managing Director will use her professional judgment about the need to escort or supervise visitors.

**One-off visits including working with children**

One-off visitors will be issued with a 'Visitors Badge'. Only those visitors who have produced a current DBS Certificate plus photographic proof of Identity are allowed to work unsupervised with Peregrinate Ltd. students. All other visitors must be escorted and supervised at all times.

**Regular visitors to the school**

e.g. Educational Psychologist, School Staff, School Nurse etc

Only those visitors who have produced a current DBS Certificate plus photographic proof of identity are allowed to work unsupervised with Peregrinate Ltd. students. Once their DBS Certificate {or letter from the Local Authority line manager, confirming that checks have been made} and photographic proof of identity have been presented, regular visitors can be issued with a photo-ID badge indicating that they are a DBS Checked Visitor. This badge must be collected from, and returned to reception on each visit to school and signed for in the 'Regular Visitors' Book each time they visit.

The 'Regular Visitors Book' will contain a declaration to the effect that, 'Since producing the DBS Disclosure Certificate and identity photo card, the safeguarding status of the visitor has remained unchanged'.

**CONFIDENTIALITY / DATA PROTECTION**

For all staff, once DBS and I.D. documents have been presented, a record will be taken of the DBS certificate number and the date when the DBS was issued, the date when it was seen by the school staff and the initials of the member of staff who saw it. These details will be kept on the school 'Single Central Record'.

For visitors to school where requested, their details are recorded on the screening document, including DBS certificate number, date of issue, copy of photographic ID and initials of the member of staff who saw it. These details will be kept in one central file (not the school single central record) and are subject to data protection regulations. (N.B. Persons signing the 'Screening Document' may disclose their work address-providing they are in school on behalf of their service-rather than their home address, if they wish).

**ANYONE REFUSING TO COMPLETE THE SCREENING DOCUMENT IF REQUESTED TO DO SO OR COMPLY WITH THE ABOVE CONDITIONS WILL BE REFUSED ENTRY TO THE SCHOOL.**

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**Angela Mollan, Designated Senior Member for Safeguarding**