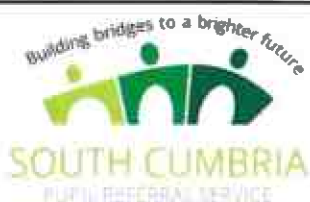


South Cumbria Pupil Referral Service	
TITLE: Visitors and Contractors on Site Policy	ISSUE 3 DATE June 2025 REVIEW June 2027

RECORD OF ISSUE			
ISSUE	DATE	NEXT REVIEW DATE	SUMMARY
1	April 2022	April 2024	New policy in place
2	April 2023	April 2025	Amendments made
3	June 2025	June 2027	Biennial Review

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	NAME	SIGNATURE	DATE
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Introduction

Whatever your reason for spending time with us, we hope that you will be made to feel welcome and that your needs will be properly met.

Throughout the year many people visit the school. They range from parents, supply teachers, health workers, technical support staff, and representatives of other external agencies through to salespeople and contracted workers dealing with repair, maintenance and building matters.

The information below is provided to all visitors to the school. All of our procedures aim to keep our pupils and staff safe and are based on Ofsted guidance relating to safeguarding.

Basic information about South Cumbria PRS

Address: South Cumbria Pupil Referral Service
Newbridge House
Ewan Close
Barrow-in-Furness
Cumbria
LA13 9HU

Headteacher: Lisa Balderstone

Assistant Headteachers: Michaela Kemp
David Smith
Andrew Ribchester

Designated Safeguarding Lead: Lisa Balderstone

Deputy Designated
Safeguarding Leads: Jeremy Mark
Leeann Bell
Megan Bland
Sara Rose

Chair of Governors: Janet Willis

Telephone Number: 01229 407470

E-mail: Pru.south@cumbria.gov.uk

Website: www.southcumbriaap.org.uk

Our School

The Pupil Referral Service is a service which encompasses the Pupil Referral Unit (PRU) and Home and Hospital Tuition Service (HHTS). Collaboratively, we provide education to students who are; at risk of exclusion, permanently excluded from, or are not attending school for other reasons, such as illness (physical and / or psychological) or pregnancy.

The PRS's 'core' offer is to provide short-term placements with the aim of successful re-integration into a mainstream setting. Whatever the context of the placement, a student's progress is assessed and monitored at all stages of their placement to ensure that provision remains appropriate and is outcome focused.

Most of the students have additional needs with varying degrees of vulnerability. It is crucial that our safeguarding practices and procedures are paramount and to this end visitors and contractors will follow the guidance set out in this policy.

Driving and Parking on School Premises

The Newbridge House school entrance is located on Ewan Close on your left as you enter. There is a small car park on site however (without prior request) this can only be accessed between the hours of 8:00am and 9:10am, and 2:30pm and 4:00pm. Please drive as slowly as possible. If you require use of the disabled parking bay within the car park, please contact reception prior to your visit and we can facilitate this. All other hours you will need to park on the road at the front of the centre. Drivers of lorries or heavy goods vehicles should take advice from reception before entering the car park.

Newgrove can be accessed from the main road on Ewan Close next to Newbridge House. The front door is on the street and you will need to sign in on arrival. Newgrove is managed Tuesdays during the hours of 9:00am to 12:15pm and Fridays 12:45pm to 2:45pm.

Kendal Tutorial Centre is a house located opposite the Waste Recycling Depot. Parking can be accessed following the road down the side of the property. The front door will be locked shut but you can knock/ring where a member of staff will assist you. KTC is managed Mondays and Wednesdays during the hours of 12:45pm and 3:15pm

Channelside school entrance is located at the end of the road you turn off from Ironworks Road. If the gates are closed you will need to press the button to notify reception of your arrival and they will let you in to the car park. You will then need to report to Reception. The site can be accessed Monday to Friday between the hours of 8:15am and 5:00pm.

Please note that users of the car park do so at their own risk and the school accepts no responsibility for loss/damage to vehicles and their contents.

Entering and Leaving School

All visitors must enter the school through the main entrance at the front of the building which are signposted 'Reception'. Please press the intercom at the front door and confirm your identity – this area is monitored by CCTV and reception staff will be able to see you

on their monitor. Reception staff will ask you to wait in the waiting room (a secure area with prohibited access to the school).

Reception staff will check the centre calendar to verify the appointment and ascertain who you are visiting before issuing a visitor's lanyard (to be worn throughout your visit), and signing you in. If you are visiting school to work in some capacity with our pupils, you will be required to show proof of your Disclosure and Barring Service (DBS) status – unless this has been covered in a blanket letter (such as the case for Children's Services staff).

The designated member of staff and/or student you have arranged to meet will be notified and you will be collected by them and taken to the meeting location. Contractors on site during the school day will be accompanied to the work location and supervised throughout their visit. This is essential for security and safety reasons.

Please also ensure you return your lanyard and are signed out on your departure.

Code of Conduct

- Please stay within the areas that are necessary for your visit
- Smoking or vaping, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
- If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.
- Do not take/use images of pupils/students unless approved to do so.
- Do not leave equipment unattended.
- Do not use mobile phones in the presence of pupils.
- Centre computers are not to be used by visitors.
- You will be expected to comply with the school's confidentiality policy.
- Any safeguarding or child protection concerns, or disclosures must be reported immediately to your link member of staff.
- Treat everyone with respect. Inappropriate language, threats, acts of aggression will not be tolerated on any of the sites.

Identifying Yourself and Contact with Children

In normal circumstances visitors will move about school in the presence of a link member of staff. If, at any time, you are asked to identify yourself, please do so with good grace indicating which member of staff you are linked to and the purpose of your visit – Staff are encouraged to challenge people who are not wearing a badge to help fulfil our legal duty of care to ensure the safety and security of all pupils and staff.

If you are not directly working with students you are advised not to engage with them. If you have any concerns in this respect, or are unfamiliar with codes of practice, you have a responsibility to inform the link person you are seeing at the start of your visit who will answer any of your queries. If necessary, please familiarise yourself with the school's rules and guidelines on sensitive issues including confidentiality and disclosure.

A copy of our Safeguarding leaflet for your reference can be found here - a copy will also be available on your arrival.



Safeguarding Information For Adults And Visitors Leaflet.pdf

Should you witness challenging behaviour or an emotionally charged situation during your visit, please move to a place of safety and await a member of staff to aid you.

Parents visiting the school must first contact the office reception. No parent is allowed to take a child from school without this being recorded in the pupil 'signing in/out' book. No parent is permitted to have contact with children other than their own.

Practical Considerations

Should you require the toilet whilst on our premises, you are to use the staff toilet at the top of the stairs only, unless advised otherwise.

Should you require WiFi access, please advise and our IT Manager can assist.

New staff

As part of their induction, new staff will be made aware of this policy and asked to ensure compliance with its procedures at all times.

Contractors

All contractors are expected to comply with the details of this policy already outlined.

In general, the Pupil Referral Service use the services of our Site Manager, where external work is needed, we use the preferred Contractor commissioned by Westmorland and Furness Council - we know that this service guarantees of qualification, safety and has been thoroughly assessed.

If we employ a contractor separately to the Westmorland and Furness Council Checks there are additional measures taken as outlined in the 'Safety Information for Contractors'.



Contractors Safety
Information (update

We will require copies of insurance documents from the contractor and depending on the work to be undertaken may require further paperwork e.g. hot work.

We thank you for your co-operation in maintaining the safety of our school and students.