



Visitors in school policy

This policy was re-adopted in June 2015
(adopted in June 2010)

This policy will be reviewed by June 2017

Headteacher's signature:

Safeguarding Governor's signature:

Chair of Governor's signature:

1. CONTEXT:

Heamoor CP Primary School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

2. RATIONALE:

- The safety and security of all students and staff.
- The safety and security of all visitors.
- Enhancement and enrichment of the on-going curriculum through specialist expertise.
- Effective partnerships are developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

3. SAFEGUARDING STATEMENT:

The health, safety and wellbeing of our children and staff is of the utmost importance to the school. The full co-operation and support of all staff is expected in implementing our Visitors Policy & procedures.

- If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the headteacher before any agreement is made.
- Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the headteacher

All visitors to school will be welcomed in a cordial confidential, efficient and purposeful manner. They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the headteacher, or a member of the management team will be informed. The latter person may then contact the authorities, if he/she deems this necessary.

All volunteer helpers and any individual employed on a short term basis to work with pupils must, like all staff and Governors, have a valid DBS check. These are reviewed every three years.

Visitors who are in school for a "one off" visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a DBS check, but must be chaperoned. Staff from agencies including charities coming to school to work with children must have a DBS check.

4. SIGNING IN PROCEDURES:

To ensure the school meets Safeguarding, OFSTED, school Health & Safety and Security Policy requirements, it is essential that our procedures for signing in and out of the school are followed by ALL visitors.

Exemption to Visitor Requirements: Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours are exempt from requirements

5. VISITORS:

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.

General Procedures:

- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear a visitor's badge.
- Visits may be prohibited at certain times e.g. while standardised testing or other assessments are being conducted
- All visitors must be made aware of emergency procedures by the member of staff supervising their visit.
- All school visitors must comply at all times with the School's policies, administrative rules and regulations.
- Any visitors on site who are not recognised, or who are not appropriately "badged" should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not "badged".

General Visitors e.g. parent helpers, volunteers, governors, CC personnel, work experience placements, student placements.

Visitors will be welcomed at Reception, asked to sign in and then issued with a Visitors badge. If a member of staff is expecting a visitor it is best practice to give the office staff as much advance notice of the visit as possible, so that there is someone in the main office waiting to greet the visitor.

Visitors must be escorted whilst on the school premises. Wherever possible it is expected that the relevant member of staff will collect the visitor. However, if required, the office staff will escort the visitor to the relevant member of staff. When a visitor is ready to leave, it is best practice for the member of staff to escort the visitor back to the main office, where the signing out process can be completed.

Official volunteers are covered by the Council's insurance. As they are not entitled to statutory sick pay there is an element of personal accident cover included specifically for them.

Any performing arts group contracted for a performance:

The same General Visitors procedures are to be followed for all performing artists. Safe Working Procedures checklist (see Appendix 1) must be followed by all staff. A Visitors Checklist (see Appendix 2) must be completed. The school must ensure that the company has public liability insurance to a value of at least £5 million. At least one teacher must be present throughout the performance.

Any representative of a commercial organisation or a charity:

The same General Visitors procedures are to be followed for all commercial or charity representatives. If a representative is visiting the headteacher or a member of staff, they are covered for insurance purposes as any other visitor. If the representative is carrying out a demonstration of some sort the school must check to ensure that their organisation has public liability insurance. Safe Working Procedures checklist (see Appendix 1) must be followed by all staff. A Visitors Checklist (see Appendix 2) must be completed.

Contractors

All contractors visiting the premises to undertake works, will be signed in and then issued with a Visitors badge. Wherever possible they will be escorted to the appropriate area by the site manager or another member of

staff. If the school has contracted the works, the school must check that the company has public liability insurance of at least £5 million. A Visitors Checklist (see Appendix 1) must be completed. All building workers must have standard disclosure.

Delivery/Courier Personnel

If appropriate, deliveries will be restricted to the Main Reception Area and office. However, if deliveries are being made further into the school building, the delivery personnel involved, will have to sign and follow the same procedures as Contractors.

6. CONFIDENTIALITY

Sometimes visitors support the work of children in school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

7. DISABILITY (Discrimination Act 2005 and Education Act 1996)

There are three sets of duties relating to pupils and adults on the school site with disabilities and these are designed to ensure access to education and the inclusion of disabled pupils in every aspect of school life. They focus on the removal of barriers to the progress of disabled pupils. Each set of duties provides an important element;

- The disability discrimination duties provide protection from discrimination
- The planning duties provide for a range of improvements to increase access
- The Special Educational Needs framework provides auxiliary aids and services

Disabled visitors are welcomed at Heamoor CP School. We have an Accessibility Plan which outlines needs for the future and planned works to enable inclusion

8. EMERGENCY EVACUATION:

In the event of a fire alarm being sounded, the school secretary will ensure that the Visitors' Book is collected along with the registers and any visitor is checked to ensure he/she has vacated the building, at the assembly area, in the playground.

Date of Adoption: June 2010 / Date of Review: July 2017