

# St Lawrence CE Primary School



## Visitors Policy

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Ref : STLAW.070  
Version 1.0

**Revised: March 2019**

**Consultation with staff and Governors**

**and adoption of policy: Spring Term 2019**

**Review date: Spring Term 2020**

### VISITORS IN SCHOOL POLICY

#### Context

St Lawrence Church of England 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.

#### 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.

#### Safeguarding Statement

To be read in conjunction with the School Safeguarding & Child Protection Policy.

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 Head of School before any agreement is made.

Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Head of School.

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 Head of School 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 Disclosure Barring Service (DBS) check. Visitors, who are in school for a "one off" visit, perhaps to talk to a class, attend an assembly, observe a lesson or tour the school do not require a DBS check, but must be accompanied throughout the duration of the visit.

Staff from agencies including charities coming to school to work with children must have completed a DBS check. Where appropriate a 'Letter of Assurance' will remain on file. Where

appropriate, staff from other agencies may be permitted to work alone with children; this would typically include Social Services and NHS staff. All badges MUST be seen.

### **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.

### **Visitors**

A visitor is defined as any person seeking to enter a school building who is not an employee of the school 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. (this will be a red lanyard if the visitor has a DBS check and green if the person does not have a DBS check in this case they will be accompanied)
- All visitors MUST receive a card indicating the Fire Drill procedures on one side and the school Safeguarding information on the other side.
- 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 the school 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 (parent helpers, volunteers, governors, LA or LDBS personnel, work experience placements, student placements)**

Visitors will be welcomed at Reception, asked to sign in and then issued with a Visitors Pass/Badge. All visitors are asked to read Fire Evacuation Procedures and Safeguarding information providing names of the School's Designated staff & School Governor responsible for Safeguarding.

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 expecting and waiting to greet the visitor.

Where possible, visitors will 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 administrator or another member of the school 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 MUST be completed.

### **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. 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 Head of School 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.

### **Contractors**

All contractors visiting the premises to undertake works will be signed in and then issued with a Visitor's Badge

Wherever possible they will be escorted to the appropriate area by the Caretaker or a member of staff. If the work has been arranged by the LDBS or LA then it is their responsibility to obtain insurance details.

All building workers must undertake a DBS check and also sign the asbestos register.

### **Delivery/Courier Personnel**

If appropriate, deliveries will be restricted to the Main Reception Area. 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 and will be escorted around the building.

### **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.

### Appendices

- Appendix 1 - Safe Working Procedures Checklist for staff organising visits from external agencies
- Ensure the visitor/external agency complements the school's planned programme or scheme of work.
- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).
- Provide access to relevant school policies, e.g. SRE, Drugs, Confidentiality and risk assessments.
- Inform relevant people of presence and remit of visitor: e.g. School Office Staff, Head teacher.
- Inform students in advance of the activity.
- Provide visitor with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Ensure activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Students given time to reflect on what they have learned.
- Students, teacher and visitor carry out and record agreed evaluation method of session.

**Approval Information - Governors**

Position	Chair of Governors/Parent Governor
Name	Mr Paul Evans
Signature	
Date	

Position	LA Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Foundation Governor
Name	Rev H Morby
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Alison Moore
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Rachel Voiculescu
Signature	

Position	Staff Governor
Name	Mr Laith Al-Asmar
Signature	

**Approval Information - School**

Position	Executive Head Teacher
Name	Miss Helen Osterfield
Signature	
Date	

Position	Head of School / Class 1 Teacher
Name	Mrs Alison Moore

## Visitors Policy

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Signature	
Date	

Position	Class 2 Teacher
Name	Mr Laith Al-Asmar
Signature	
Date	

Position	Class 3 Teacher
Name	Mrs Claire Standish
Signature	
Date	

Position	Class 1 & 3 Teacher
Name	Mrs Emily Barker
Signature	
Date	

Position	School Business Manager
Name	Mrs Amanda Care
Signature	
Date	

Position	School Administrator
Name	Mrs Michelle Stevens
Signature	
Date	

Position	HLTA
Name	Mrs Kerry Tudor
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Tracey Jenkins
Signature	
Date	

## Visitors Policy

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Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Caroline Sankey
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Heather Kynaston
Signature	
Date	

Position	Teaching Assistant
Name	Mrs Anita Pollard
Signature	
Date	

Position	Apprentice
Name	Miss Olivia Meakin
Signature	
Date	