

**AIM**

To ensure the safety of pupils, staff and visitors on the premises.

## Development Process

The member of staff responsible for overseeing and reviewing this policy is the head of school.

Date of policy 6.4.17

Date for review 6.4.18

This policy has been drawn up in consultation with all teaching staff, other school staff, external partners, parents/carers, pupils, governors, members of the wider school community.

## Location and Dissemination

This document is freely available to the entire school community.

## Local and National Guidance

This policy is in line with guidance from the Healthy Schools Programme, of which the school is part.

## Rationale

The purpose of inviting visitors in to the school needs to be clear. Reasons could include:

- Raising awareness of an issue
- Providing expertise
- Building links with the community
- Giving pupils an opportunity to work with adults outside of the school
- Raising the profile of the school
- Public relations
- Enhancing the curriculum
- Part of staff training
- As a resource

# Using Visitors Effectively

A visitor's contribution must enhance the overall education experience for young people. It must add a dimension, which the teacher alone cannot provide.

Whilst visitors can bring a wealth of skills and expertise to the school setting, it should be recognised that they may have no formal training in classroom management and teaching and learning strategies. The local authority/trust recommends that visitors should not be left alone to work with pupils. The teacher and visitors need to share the experience in order to provide appropriate planning, deal with any issues that arise during the session(s) and as a result of the session(s).

## What the Visitors Needs to Know Before the Visit

Visitors could be sent an information pack containing:

- Number and age of pupils they will be working with
- Aims and objectives of the visit

## What the School May Need Before the Visit

Visitors need to provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials.

## Ground Rules

If visitors come to give talks to pupils on topics that may be sensitive, they must be made aware of the ground rules used in classrooms:

- No one (teacher, external contributor or pupil) will have to answer a personal question
- Everyone has the right to pass
- Only the correct biological names for body parts will be used
- Names of individuals are never mentioned in discussions or questions
- Meanings of words will be explained in a sensible and factual way

# Checkpoints for Teachers Organising a Visit

- ✓ Has the external contributor been made aware of relevant policies?
- ✓ How will the external contributor be made aware of the school's ethos and values?
- ✓ Has the external contributor been made aware of:
  - The size of the group
  - The age and nature of the group/class, e.g. ability, ethnicity, gender, sexuality, religion and individual special circumstances
  - Any relevant issues regarding special educational needs
  - Child protection and confidentiality issues
  - Ground rules usually followed in the classroom
  - The aims/objectives of the session(s)
  - What preparatory activities will take place
  - What follow up will be provided
  - How the sessions will be organised
  - What resources are available
  - How the sessions will be evaluated
  - Safety/fire drill procedures

## All visitors should:

- Sign in at the office and wear a visitor badge / or their official identification
- Be taken by a member of office staff / wait in the entrance to meet the member of staff they are visiting.
- In the event of an emergency, that requires the building to be evacuated, assemble at the designated place which is displayed in each room and office staff will bring visitor's book to check all visitors are safely evacuated
- Sign out at the office on leaving and hand in the visitor badge
- Visitors to school are DBS checked and office staff ask to see paperwork of anyone new to the school before adding their details to the 'confidential list of DBS checked visitors
- Regular visitors are issued with the school's 'Safeguarding Advice for Volunteers and Visitors' leaflet

## All staff should:

- Challenge a visitor to school who is not wearing a visitors badge to check who they are and the purpose of their visit to school and ask them to collect a visitors badge from the office or make their official identification visible.

## **Confidentiality**

When working in a classroom situation, visitors are bound by relevant school policies. Privacy should be protected and inappropriate personal disclosures should be discouraged, by negotiating ground rules and using distancing techniques.