

# Chalk Ridge Primary School

## Visitor Policy



Agreed and adopted: December 2014

Reviewed: September 2021

Next review: September 2024

### **Context**

Chalk Ridge 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 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 Headteacher before any agreement is made so appropriate checks can be completed.

Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Headteacher before any agreement is made so appropriate checks can be completed.

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 Disclosure Barring Service (DBS) check.

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 accompanied throughout the visit by a member of Chalk Ridge staff.

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.

### **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 district or a student currently enrolled in that building.

### **General Procedures**

- All visitors must report to school reception and complete a visitor signing in sheet.
- 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**

(parent helpers, volunteers, Governors, CC personnel, work experience placements, student placements)

Visitors will be welcomed at Reception, asked to complete a visitor’s signing in sheet and then issued with a Visitors Pass. Basic Health & Safety information is given, this includes what to do in the instance of a fire.

If a member of staff is expecting a visitor it is best practice to give the school office staff as much advance notice of the visit as possible, so that there is someone available 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 school office staff or a helper 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 by the office staff.

### **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 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 Pass. The contractor will review and sign the Asbestos Register. Wherever possible they will be escorted to the appropriate area by the Site Manager, assistant caretaker or another member of staff.

If the school has contracted the works, the Health & Safety/Facilities Manager will check that the company has public liability insurance of at least £5 million. If the work has been arranged by the Council's Framework Contractor then it is their responsibility to obtain insurance details.

A Visitors Checklist (see Appendix 1) must be completed. All building workers must undertake a DBS check.

### **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.

### **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.

### **Emergency Evacuation**

Please refer to documented Evacuation Procedures.

### **Linked Policies**

- Confidentiality
- Health and Safety
- Fire Evacuation Procedures
- Child Protection
- Safeguarding

### **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, Headteacher.
- ✓ Inform students in advance of the activity.
- ✓ Provide visitor with a 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.

#### **We can check that this is working by:**

- Annual discussions and reviews with staff.
- Annual discussions and reviews with office staff and the Caretaker.