

Visitors to School Policy



Signed:

Date:

Review Date:

Introduction

Visitors are welcome to St Mary's and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, proprietors, visitors and parents and conform to child protection guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This policy applies to;

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All proprietors of the school
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to St Mary's.

Visitors Invited to School

Where possible permission should be granted by the Head teacher before any visitor is asked to come into school.

- All visitors must ring the front door bell on arrival and must not enter via any other entrance.
- At the front door, all visitors must state the purpose of their visit and who has invited them. **They should be ready to show formal identification where appropriate.**
- All visitors will be introduced to the School Secretary and asked to sign into the Visitors book.

- The School Secretary will issue each visitor with a visitors badge and inform them of the procedures to follow in the event of a fire alarm/drill and if they feel unwell.
- The School Secretary will show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the School Office, sign out of the visitor's book and return their visitor's badge.

Visitors whose purpose is to work with pupils in some capacity:

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one to one basis (e.g. Children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.
- If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff. At times this may be teaching a class or a one to one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers agreement.

Use of External Agencies and Speakers

We encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

Mission Statement 'Learning and Growing with God by our Side'

All external agencies and speakers will be expected to talk with the headteacher or deputy headteacher about the content of the presentation before the event.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitors badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the School Office to sign in using the visitor's book and be issued with a visitors badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head teacher should be informed immediately.
- The Head teacher and/or members of the senior management team will consider the situation and decide if necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Respect and Concern for Others and their Rights

We expect parents, carers and other visitors to show respect and concern for others by:

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and calmly to discuss and clarify specific events in order to bring about a positive solution
- correcting their own child's behaviour appropriately, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour
- respecting the school environment, including keeping the school tidy by not littering
- following the parking rules and doing the right thing when delivering and collecting children from school in order to support a peaceful and safe school environment.
- supporting the school policy regarding the use of mobile phones/devices and not recording or taking photos/videos on the school premises without the express permission from the Head teacher.

The school cannot and will not tolerate:-

- disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school and its grounds
- the use of loud and/or offensive language or displaying temper
- threats of doing harm or using physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against their own child on school premises. (Some actions may constitute an assault with legal consequences.)
- damage or destruction of school property
- abusive or threatening emails, phone or social network messages
- smoking, the consumption of alcohol or other drugs, or accessing the school site whilst intoxicated .

The above behaviours on school premises will be reported to the appropriate authorities and the head teacher may prohibit an offending adult from entering the school grounds to safeguard our school community.

Pets

We would prefer that no pets be brought onto the school grounds

Staff Development

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

This policy will be reviewed in line with our cycle of improvement.