



## **Visitors into School Policy**

### **Introduction**

St Edward's Catholic First School warmly welcomes a wide variety of visitors to our School.

We aim to develop the enhancement and enrichment of the on-going curriculum through specialist expertise. Effective partnerships are developed with appropriate agencies and these contribute to the welfare, wellbeing and learning of the school community.

This policy relates to visitors who work with children within our school. For safeguarding purposes, the school acknowledges the need to issue a statement on visitors and the importance of the contribution of visitors to our school. It is important that we meet Safeguarding requirements and this includes:

- The safety and security of all students and staff
- The safety and security of all visitors and volunteers
- The safety and security of using the Internet (refer to e-safety Policy).

### **AIM**

At St Edward's School our aim is to;

- enable every individual regardless of ability to achieve their full potential in a safe learning environment
- develop spiritual, confident, independent learners
- grow lifelong learners who make a positive contribution to society
- show mutual respect and tolerance for social, spiritual and cultural diversity

### **Context**

- St Edward's School welcomes visitors from the local community and from the Local Authority, Diocese of Portsmouth and a variety of outside agencies to promote learning, health and wellbeing through their experience and expertise.
- Parents, ex-students, retired staff and also teachers/staff from partner schools make visits for meetings and volunteer work.

- The School supports Parents (and other adults) wishing to work as volunteers in school. There are two main ways of helping:
  - o Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.
  - o Regular support: This is when parents or helpers offer regular weekly support to the school for a period of time.
- We offer work experience for young adults in training as well as young people wishing to have a work experience of school life.
- A variety of delivery staff, maintenance engineers and contractors carry out routine work on the school site.
- Contact with other schools and agencies to support/enhance the experiences of our children through learning through the Internet: in effect these contacts also become “visitors” to our School.
- Visiting Theatre Groups and Action Groups supporting aspects of the wider curriculum.

### **General Procedures**

- All regular volunteer helpers must undergo a DBS check in order to ensure that the children are protected.
- Exceptions can be made, after consulting the School Business Manager who will refer outcomes to the Head Teacher for approval: this normally includes approval for those who visit the school for a short period only and are supervised by a member of staff at all times –these will usually be people coming to talk to a class or in an assembly on a specialist subject.
- All volunteer helpers’ DBS checks are kept in a file in the School Business Manager’s office.
- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear a visitor’s badge: even those who have Identity Badges for recognised agencies such as RBWM, Ofsted, and Diocese etc.
- All visitors must be made aware of emergency procedures by the member of staff supervising their visit (brief details are displayed around the school).
- 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 Teacher as required before any agreement is made. It is stressed to staff that no one, known or otherwise, should be allowed to come into school whether or not pupils are present.
- Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the School Business Manager and subsequently referred to the Head Teacher.

- Any visitors on site who are not recognised, or who are not wearing a visitor lanyard should be politely asked their business by any adult on the staff team: do not hesitate to do your job and the Safeguarding of all who work within the School.
- Pupils should be encouraged to report immediately any visitor who is not wearing a lanyard/visitors badge but should not approach them. Teachers and Teaching Assistants should regularly remind and go through procedures for Visitors to our School with all pupils: at the start of every new term in some detail about Health, Safety and Well-being. It is the responsibility of all Teaching Staff to evidence the teaching input and evaluation within their planning. This includes demonstrating and illustrating the ID Badges for Staff and Visitors.
- All staff (and Students on placement) must sign in at the main office.
- Temporary Teachers / Teaching Assistants / Students will be issued with the appropriate ID Badges to identify them as visitors.

#### Specific Guidance/Checklist for members of 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/expectations.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and any cost fees, if applicable before the session  
  
*(N.B. this must be approved in advance with the School Business Manager and the appropriate pro-forma completed with regard to payment at least 10 working days in advance).*
- Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs, pupils excluded from aspects of the programme (if applicable) etc.
- Inform all staff involved of any changes to timetable or planned events (e.g. fire tests/ visiting groups etc.).
- Provide access to relevant school policies for the visitor as required
- Inform relevant people of presence and remit of visitor: e.g. School Reception, School Business Manager, Deputy Head, and Head Teacher.
- Inform pupils / students in advance of the activity, in particular those children vulnerable / sensitive to change and ensure there is support in place.

- Provide visitor with named contact and how to report any incidents or issues.
- Organise, meet and greet arrangements and classroom/assembly lay out in advance and in particular cross check any specialist equipment/ resources required for the visit (e.g. plan ICT etc. at least 5 working days in advance and confirm in writing).
- A relevant member of staff, preferably the class teacher, **MUST** be present during session and maintains responsibility for class behaviour and discipline.
- Activity must meet all Health and Safety guidelines (cross check with School Business Manager and Risk Assessments at least 10 working days in advance of the visit).
- Visitor/external agency thanked for their contribution and where applicable fees paid. Written letters of thanks should be sent when appropriate.
- Students should be given time to reflect on and ask questions about what they have learned. **Specific Guidance for Staff - Inappropriate Words or Behaviours**

St Edward's First School is vigilant to prevent pupils being exposed to extremist views and behaviours. If school members see or hear visitors act or speak in an inappropriate manner they must intervene, and stop the session. It is vital to ensure that no child, or group of children, is left with the visitor unsupervised. Any such incident must be immediately reported to the designated staff officer for child protection and safeguarding.

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