

Policy: Visitors into School Policy
F&R approval: November 2024
Ratified FGB: November 2024
Review: November 2027

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Visitors into School Policy

SCHOOL VISION

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

Our vision is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children.

*'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12*

Introduction

Holy Trinity Church of England Primary School warmly welcomes 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, which contribute to the welfare, wellbeing and learning of the pupils in 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 child protection and safeguarding requirements which includes:

- The safety and security of all students and staff
- The safety and security of all visitors and volunteers
- The safety and security when accessing or using electronic and computer equipment and access to the Internet (refer to Internet Safety Policy).

Context

- Holy Trinity Church of England Primary School welcomes visitors from the local community and from the Local Authority, Diocese of Oxford 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, support work and volunteer work.
- The school supports parents (and other adults) wishing to work as volunteers in school. There are two main ways of helping:
 - Occasional support e.g. at sporting events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.
 - 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 individuals, other schools and agencies to support/enhance the experiences of our children through learning and monitoring/moderation visits.
- Visiting theatre groups and action groups supporting aspects of the wider curriculum.

General Procedures

- All regular visitors to the school must have a DBS check in order to ensure that they can work with pupils in regulated activity.
- All visitors must report to school reception to sign in and make clear who they are visiting and the purpose of their visit.
- All visitors moving around the school site must wear a visitor's lanyard: even those who have Identity Badges for recognised agencies such as RBWM, Ofsted, NHS 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 Headteacher as required before any agreement is made. It is stressed to staff that permission needs to be sought to allow visitors to come into school whether or not pupils are present.

- Speakers at assemblies/in class/lunchtime meetings, etc., must report to the School Bursar and be subsequently referred to the appropriate member of staff.
- Any visitor on site who is not recognised, or who is not wearing a school lanyard should be politely asked their business by any adult on the staff team: do not hesitate to do your job of safeguarding all who work in the school.
- Pupils should be encouraged to report immediately any visitor who is not wearing a school lanyard 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 year and throughout 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 school lanyards for staff and visitors.
- All short-term visiting staff (and Students on placement) not directly employed by the school must sign in at the main office. Temporary teachers / teaching assistants / students/governors will be issued with the appropriate lanyard 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 bursar 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/ hall requirement 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 Bursar, Assistant Headteachers and Headteacher.
- Inform pupils in advance of the activity, in particular those children vulnerable / sensitive to change and ensure there is class support in place.
- Provide visitor with named contact and how to report any incidents or issues raised.
- 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 if necessary, confirm in writing).
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class behaviour management.
- Activity meets Health and Safety guidelines (cross check with School Bursar and Risk Assessments in advance of the visit).
- Visitor/external agency thanked for their contribution and where applicable fees paid (written thanks sent when a visitor has volunteered their time).
- Students given time to reflect on what they have learned.

Specific Guidance for staff for inappropriate words or behaviours

Holy Trinity Church of England School is vigilant to prevent pupils being exposed to extremist views, inappropriate behaviours, child protection and safeguarding opportunities. If school members see or hear visitors act in an inappropriate manner, they must stop the behaviour and report this immediately to the Designated Safeguarding Lead/Deputy.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resources Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....