Ashleigh Primary School

Visitors in School

Policy

Updated to include our COVID19 response. Please note additions to this policy which are in response to COVID19, are highlighted in red

Reviewed: October 2021

Staff: \_\_\_\_\_\_\_\_\_\_

Approved by Governors: \_\_\_\_\_\_\_\_\_\_

Review date: October 2022

**British Values**

Through its curriculum, extra-curricular activities, teaching and learning this school will promote British values. By doing so, we will ensure that all learners understand the values that have traditionally underpinned British society. The teaching of these values will promote cohesiveness within our school and community. We will prepare pupils for life in England where the population has an increasingly rich diversity of backgrounds, origins, beliefs and cultures by promoting the values on which our society has been built. By teaching pupils these values we will help all to become good citizens of the United Kingdom of Great Britain and Northern Ireland.

**Race Equality and Racial Harassment**

Implicit in all our policies is a belief in race equality and everything will be done to promote this. We do not tolerate racial harassment. (Refer to School’s Race Equality and Racial Harassment Policies).

Visitors in school

**Context**

Ashleigh 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.

Parents, teachers from partner schools and ex-students 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: -

a) 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.

b) 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.

**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.

**General Procedures**

• All volunteer helpers must undergo a DBS check in order to ensure that the children are protected. (Exceptions can be made, after consulting the headteacher, for those who visit the school for a short period only and are supervised by a member of staff at all times).

All volunteer helpers’ checks are kept in a file in the main office.

All visitors must report to school reception to sign in.

All visitors moving around the school site must wear a visitor’s badge.

All visitors must be made aware of emergency procedures by the member of staff supervising their visit and will be issued with the ‘Visiting Staff Handbook’.

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. Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the headteacher.

Any visitors on site who are not recognised, or who are not appropriately “badged” should be politely asked their business. Staff are expected to do this as necessary, and to be vigilant at all times.

Pupils should be encouraged to report immediately any visitor who is not “badged”.

**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.
* 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, eg SRE, Drugs, Confidentiality and risk assessments.
* Inform relevant people of presence and remit of visitor: eg School Reception, Headteacher.
* Inform children in advance of the activity where appropriate.
* Provide visitor with named contact.
* Organise, meet and greet arrangements and classroom/assembly lay out. Ensure relevant staff member (ie class teacher) is present during session and responsible for class discipline.
* Activity meets Health and Safety guidelines.
* Visitor/external agency thanked for their contribution and where applicable fees paid.
* Children given time to reflect on what they have learned.
* Children, teacher and visitor carry out and record agreed evaluation method of session where appropriate.
* Visitors to wear a mask at all times, unless eating or drinking. Screens to be used for one to one work. Visitors are reminded to use all available precautions following a visit to school, e.g. changing and washing of clothes after being in school.
* Where possible visitors to school will be encouraged to use other ways of completing tasks using Teams etc. Where this is not possible, visitors will be expected to be aware of the ‘Risk Assessment for the complete reopening of schoo’l and to adhere to it.

Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_