


# RISE PARK PRIMARY AND NURSERY SCHOOL



## Visitors Policy

November 2020

Signed by Chair of Committee	
Print Name	Jeanette Kirkby
Date	November 2020
Date of review	November 2021

# **VISITORS POLICY 2020**

## **1 Introduction**

### **1.1 Every Child Matters**

At Rise Park Primary and Nursery our aim is for every child, whatever their background or circumstances, to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. Improving outcomes for all children and young people underpins all our work. The outcomes are mutually reinforcing. Children learn and thrive when they are healthy, safe and engaged; and the evidence shows clearly that educational achievement is the most effective route out of poverty. Keeping the outcomes in mind at all times helps us all to focus on what they mean in practice and how progress towards them will be measured. The Curriculum Policy encompasses the ethos of the whole school and as such relates to all five outcomes of Every Child Matters.

## **RATIONALE**

As a school we aim to provide our pupil's with a broad, balanced and enriched curriculum, we see the inclusion of visitors into the school's curriculum as one of the means of ensuring that we meet this aim. The use of visitors can enhance and enrich the curriculum.

## **AIMS**

- To enrich and inform the curriculum by providing our pupils with experiences and knowledge that cannot be provided from within the school.
- To allow our pupils to question and learn from 'experts' from various walks of life and disciplines.
- To allow our pupils to gain a wider view of the world.
- To give our pupils and insight into the lives of other people.

## **IMPLEMENTATION**

- All visitors need to be cleared with the Headteacher/Deputy Headteacher.
- All visitors must report to the reception, give their names, company and purpose of visit. From there they will be directed to the electronic visitors system to fill in their details.
- Visitors should not be left with child/ren out of sight of a member of staff unless they are DBS checked, are a visiting professional (eg. Speech therapist), or that child's parent.

## **PARENTS/CARERS AS VISITORS**

Parents who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at reception. They must not – leave their child without seeing the secretary or someone in authority and ensuring that their child has been handed over into the safety and jurisdiction of a member of the school staff.

## **POLITE NOTICE**

Parents/Carers must always follow the signing in procedures. Parents and carers must not walk through the building without identification or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupil's and staff alike.

If parents/carers wish to discuss issues with staff they can do so via letters, or request that staff phone them. Staff are also happy to meet parents and carers after school. Discussion can not take place in class in front of pupil's or during lesson time.

## **PARENTS AS VOLUNTEERS**

Parents who are assisting in school as volunteers must follow the signing in process but on receipt of their visitors pass may then proceed to the class in which they will be working, which will have been organised by a senior member of staff by prior arrangement.

## **IMPORTANT**

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Connexions Advisors, Educational Psychologists, Social Workers, Complex Special Needs Team etc. should be wearing the standard visitor's identification badge which states their details and is worn on a lanyard. They should still enter their details in the visitors book and be compliant with our regulations.

Occasional visitors should not be given the door lock codes and should be challenged if trying to wedge doors open for their convenience e.g. workmen wishing to bring equipment into school.

Workmen coming onto site should be asked about their requirements for door access etc. – if constant access is needed they will have to come to an agreement with the management.

A door monitor from one of the senior classes may be identified to help in these situations if this is possible. If this is not possible then the workmen will have to be inconvenienced. (The need for school security and the welfare of pupils outweighs time and inconvenience to site workmen).

## **AFTER SCHOOL HOURS**

Rise Park Primary and Nursery Primary School has frequent visitors after the official school day i.e. 3.30pm. Workers on site will generally ask for the assistance of the site manager and it is the responsibility of the member of staff or manager to ask these visitors to follow the protocol above as staff and pupils may still be on site due to after schools clubs and extended schools projects.

## **ROLES AND RESPONSIBILITIES**

The Headteacher is responsible for the circulation and implementation of this policy.

Members of staff have a responsibility to enact the policy.

Members of staff have a responsibility to be aware of, and act on the guidelines that accompany this policy.

We expect all non teaching staff, including voluntary staff and visitors, to report any disclosures by pupils or parents/carers, of a concerning personal nature to the designated child protection co-ordinator (SENCO) as soon as possible after the disclosure and in an appropriate setting, so others cannot overhear. This is to ensure the safety, protection and well-being of all our pupils and staff.

The designated child protection co-ordinator will decide what, if any, further action needs to be taken, both to ensure the pupil gets the help and support they need and that the member of staff also gets the support and supervision they need.

## **MONITORING**

This policy its implementation and effectiveness will be monitored by the Headteacher and the SMT.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy and guidelines.

## **VISITORS IN CLASS / ASSEMBLY GUIDELINES**

The head teacher must always be informed about any plans to invite any visitors into the school.

Points to consider when inviting a visitor(s) into school:

### **BEFORE THE VISIT**

- Does the visitor come from a 'legitimate' organisation/source?
- Will the visitor be supervised?
- What is the visitor providing that the school cannot?
- Does the visitor have aims and objectives of their own?
- Are the visitor's aims and objectives compatible with those of the school?
- Will the visitor's input be appropriate to needs, age and maturity of the audience?
- What teaching methods will the visitor use?
- What materials will they be bringing?
- Is there a need for the pupils to prepare prior to the visit?
- What resources will the visitor require?
- Is there a cost involved?

### **For the day**

- How long is the session?
- Who will attend?
- Which members of staff will attend and what will be their role?
- What venue/equipment will be used / who will prepare it and then clear it away?
- How will the input be evaluated and by whom?
- If required how will the visitor be provided with feedback?
- How will the school receive feedback from the visitor?
- After the visit
- Is there a need for another/further visit(s)?
- How will the pupils feedback?
- How will the visitors input be integrated into other lessons?
- What was the impact of the visit and can it be measured under the authority regulations.

## **COVID-19**

During the Coronavirus outbreak there will be no non-essential visitors to school during operating hours. Essential visitors are required to complete a visitor protocol sheet prior to their visit or on arrival. Risk Assessments / Health and Safety Statements should be provided by all essential visitors.

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