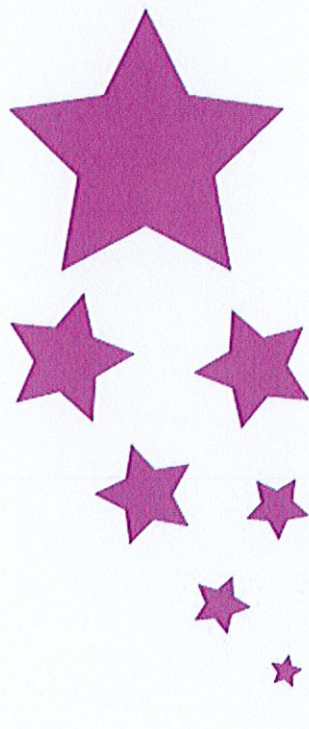


BP12 Policy and Protocol For Visitors to Mill Ford School



**Mill Ford
School**

Motivating For Success

Date last reviewed: Spring 2018
Date to be reviewed: Spring 2021
Document Version: 4

Policy checklist

Is the policy from a good/outstanding source?

Does the policy reflect the good practice demonstrated in school?

Has the policy been cross referenced with up-to-date guidance?

Amendments:

Details added to when unsure about a visitor

Child protection co-ordinator replaced with safeguarding lead

Introduction

At Mill Ford School we welcome visitors and acknowledge that they contribute to the school in a variety of ways; some may enrich the curriculum, while others may help support the smooth running of the school. However, we must always ensure the safety of pupils, staff and other adults and young people on the premises, before allowing any visitor into the school.

This policy applies to ALL visitors to the school, including parents and carers.

Implementation

The Head Teacher must always be informed about any plans to invite any visitors into the school and must agree before the visit.

The purpose of the visit must be clear and the visit must be planned (see appendix A if a curriculum related visit)

Unless the admitting adult recognises the visitor and knows his/her business at the school, (s)he will establish:

- The identity of the visitor (by asking for an identification document);
- The purpose of the visit before admitting the visitor to the school
- Ensure the visitor enters adequate visitor details in the visitors' book. □
- If in any doubt about the visitor, (s)he must ask the visitor to wait in the reception area and not allow them to enter the main school and inform the Head Teacher immediately.
- Office staff will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have left the school.
- Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

It is the duty of any member of staff to report to the Head Teacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can, of any such person. The Head Teacher will keep a written record of such reports and details and will decide on appropriate action (report to all other schools, the LA, the police and alert all staff). □

Visitors should wear a visitors badge at all times.

Visitors should not be left with a child/ren out of sight of a member of staff unless they are DBS checked, are that child's parent/carer or a known visiting professional (eg. Speech therapist).

Roles and Responsibilities

The Head Teacher is responsible for the circulation and implementation of this policy. In her absence, a member of SLT will ensure its implementation.

Members of staff have a responsibility to ensure this policy is followed.

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 safeguarding lead (Head Teacher) 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 safeguarding lead 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. If the designated safeguarding lead is not available then staff should report to the deputy designated safeguarding lead.

Monitoring

This policy, its implementation and effectiveness will be monitored by the Head Teacher and the SLT.

This policy will be reviewed every three year at least.

This policy should be read in conjunction with the school's Child Protection and Confidentiality Policy and guidelines and the Plymouth contractors' code of conduct.

The governing body will monitor the carrying out of this policy at least once every three years.

Document reviewed by:Claire Wills.....

Date reviewed:2nd January 2018.....

Signed by:
(Chair of Governing Body)

Signed by:
(Head Teacher)

APPENDIX A

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 the 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?

On 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 and 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?

