

ST MARY'S CATHOLIC PRIMARY SCHOOL

VISITORS TO SCHOOL POLICY

DATE OF APPROVAL	03/2019
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DATE UPLOADED	03/2019
DATE FOR REVIEW	04/2020
OWNER	F&R Committee

This policy should be read in conjunction with the School's policies on:

- Safeguarding.
- Health & Safety.
- Site Security.
- Single Equality.
- Code of Conduct for Safer Practice.

Introduction

St Mary's School encourages parents and other members of the community to visit the School. We believe that there are potential benefits which can result from increased interaction with the public, including increased parent involvement; a better understanding of how the School operates and the challenges facing it; and an increased sense of collaboration and cooperation between the community and the School.

At the same time, a balance must be achieved between the potential benefits and risks associated with the presence of visitors in our School buildings. The School has a legitimate interest in avoiding disruption to the educational process, in protecting the safety and welfare of the students and staff, and protecting the School's facilities and equipment from misuse or vandalism.

The Headteacher has the authority to determine which visits are to be permitted, and has discretion to set any appropriate conditions on the nature and extent of such visits.

In exercising her discretion, the Headteacher considers the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children.

The Headteacher delegates the routine management of visitors to the staff in the School office, who are responsible for ensuring that they apply the policies and procedures rigorously, but politely.

School staff should seek to ensure that parents and other visitors are received courteously and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, School and community.

Routine visitors

- Parents and carers of children and those interested in admitting pupils.
- Ecclesiastical and professional health care visitors.
- Adults seeking employment in school.
- Teachers and students from other educational establishments on work experience visits.
- Tutors of students on placement.
- Students on placement.
- Officers of the LA.
- Session workers for After-School clubs and sporting activities.
- Professional agencies, including trade unions.
- Governors.
- School business representatives, including insurance and IT providers.

- Maintenance contractors, couriers and delivery workers and utility workers, including post, gas, water and electricity.

Conduct of Visitors to School

All visitors to our School are required to adhere to the School's policies and in particular those listed at the head of this document, which are available upon request in the School office.

If a visitor should breach these policies, they will be asked to leave and may not be allowed to return in the future.

DBS Checks

All governors, volunteer helpers, club session support staff and any individual employed on a short-term basis to work with children in the School must have a valid DBS certification. Evidence of DBS certification must be entered on the School Single Central Register. Such visitors may be asked to revalidate their clearance from time to time as part of the School's safeguarding measures.

Visitors who are in the School for a one-off visit, for example, to talk to a class, attend assembly, observe a lesson or tour the School, do not require a DBS check, but must be escorted.

Staff from agencies, including charities coming to School to work with children must present evidence of a valid DBS check.

Requirements for visitors

A visitor is defined as any person seeking to enter a School building who is not an employee of the School or a child currently enrolled in the School.

- Whenever possible, visitors should obtain authorisation from the Headteacher or School office in advance. At the discretion of the Headteacher, such prior authorisation may be required.
- Visits may be prohibited at certain times, such as while standardised testing or other assessments are being conducted, or during religious ceremonies.
- All visitors must comply at all times with the School's policies, administrative rules and regulations.
- All visitors shall enter the main School building via the Reception area and report to the School office when arriving or leaving the School premises.
- Notices shall be displayed indicating that all visitors are required to register with the School office and obtain authorisation.
- All visitors shall be required to wear a visitor's lanyard in plain sight as a form of identification when on School premises. This is in addition to any identification of their own.
- When issuing the visitor's lanyard, attention will be drawn to the Safeguarding policy on the rear of the lanyard card.
- Where relevant, visitors will be asked for evidence of having a DBS check.
- Unless particular arrangements have been made, visitors shall not be permitted past the Reception area inner double doors without an escort.

Visitors wishing to confer with class teachers during the course of the school day are encouraged to arrange times in advance.

Parents are not encouraged to meet with teachers at the start of the day (unless it is vital and pre-arranged) as this disrupts the routine of the day. Parents may arrange to meet teachers by making an appointment through the School office.

Exceptions to requirements

Parents or visitors who have been invited to visit the School as part of a scheduled open day, special event, scheduled performance by a class, team or group, or other adult participants in organised and School-approved activities during out-of-school hours are exempt from these requirements.

Visitors to Classrooms and other Instructional Areas

Access to particular classrooms or other instructional areas of the School may be restricted on the recommendation of the Headteacher, or as otherwise deemed necessary by the Headteacher. As classrooms and other instructional areas are the most vulnerable to disruption or safeguarding risk, specific conditions may be imposed upon visitors, including, but not limited to:

- Requiring that the visitor be escorted.
- Limiting the duration of the visit to particular times or length of time.
- Limiting the activities of the visitor to particular purposes.
- Designating particular routes of travel in a building or in the School grounds.
- Remaining in a designated place or seat.
- Refraining from speaking to children while the class or activity is in session.
- Refraining from entering or leaving the area while an activity is underway.
- Requiring that the dress and grooming of the visitor is consistent with the dress code for the children, staff and ethos of the School.

Pupil Visitors from other schools

Child visitors from other schools are not permitted except as part of a school or work place experience scheme, set up by receiving and sending schools and unless accompanied by a parent or carer.

All requirements for visitors apply to these children, with additional considerations applied at the discretion of Headteacher. Under most circumstances, child visitors are discouraged during the working day.

No child who is under suspension, exclusion or other form of discipline from any other school is permitted to visit the school.

Special Circumstances

Both custodial and non-custodial parents of pupil have rights to visit their child's school, unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the School shall make every effort to notify the custodial parent in advance of the visit.

The Headteacher has the authority to exclude from the School premises any person who disrupts or who appears likely to become a disruption to the educational programme. Any such individual shall be directed to leave the School premises immediately and police may be called if necessary.

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