



# **PENPONDS SCHOOL**

## **VISITORS IN SCHOOL POLICY**

**(excluding out of hours and community)**

**Adopted by governors: January 2017**  
**Next review date: January 2018**

<b>Signed:</b>	<b>Headteacher</b>
<b>Signed:</b>	<b>Chair of Governors</b>

**Context:**

Penponds 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 regular volunteer helpers must undergo an Enhanced DBS check in order to ensure that the children are protected.
- The Single Central record is kept and maintained by the school secretary, Mrs Wood

- All visitors must report to school reception to sign in and if unknown should be expected to provide appropriate identification.
- All visitors on the school site **must** wear a visitor's badge provided by Mrs Wood.
- All visitors must be made aware of emergency procedures by the member of staff supervising their visit or by the member of staff welcoming them into the school.
- If a member of staff is contacted by or wishes to arrange a visit by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the Head teacher or Senior teacher before any agreement is made.
- Any visitors on site who are not appropriately "badged" should be politely challenged re. their business, by appropriate adults.
- Pupils should be encouraged to report immediately any visitor who is not "badged".
- All visitors on completion of their visit, should sign out and return their badge.

**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, e.g. SRE, Drugs, Confidentiality and risk assessments.
- Inform relevant people of presence and remit of visitor: e.g. School Reception, head teacher.
- Ensure that the visitor/s are fully aware of any Health and Safety considerations and procedures e.g. Use of tools, etc. and all appropriate precautions are taken and children advised of the same.

- Visitor/s should be fully aware of the Fire Regulations and procedures. ( Copy of the same available from the main office).
- NB. Other practical considerations:
- All visitors should have a named contact both before and during the visit.
- For the visit to have impact, appropriate preparation and if appropriate, feedback and evaluation or time to reflect on the learning should be allowed by teachers/pupils.
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Visitor/external agency thanked for their contribution and where applicable fees paid.