Visitors Policy



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| **Approved by:** |  | **Date:** |
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1. PURPOSE

Roe Farm Primary School is part of a wider community. Occasionally, we have speakers from our wider community who enrich our pupil’s experience of school, providing pupils with information that helps them to widen their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that the information they receive is aligned to the ethos and values of the school and British values.

1. AIM

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during before and after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

* All teaching and non-teaching staff employed by the school
* All external visitors entering the school site during the school day or after school activities (including sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
* All governors of the school
* All parents/carers
* All pupils
* All volunteers
* Education personnel (Local Authority staff, Inspectors)
* Building and maintenance contractors
* This policy applies to all visitors invited to Roe Farm Primary School.

1. PROTOCOL

Where possible permission should be granted by the Head teacher before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

3.1 Procedure

* All visitors must report to reception first - they must not enter the school via any other entrance.
* At reception, all visitors must state the purpose of their visit and who has invited them.
* They should be ready to produce formal identification where appropriate.
* All visitors will be asked to sign in.
* All visitors will be required to wear a visitor badge
* Visitors will then be escorted to the point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
* At no point should a visitor be left on their own with pupils (if the visitor is meeting a member of staff).
* In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point on the playground.
* On departing the school, visitors should leave via reception, sign out and return their identification label to reception.

1. TEACHING VISITORS

Visitors may work with students in a variety of capacities, for example, deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with pupils on a one to one basis e.g. Children’s services or health professionals.

* Staff should ensure all normal visitor policy requirements are followed.
* Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting by pupils around the building.
* If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff.
* Regular visitors to the school must have DBS clearance.
* Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers’ policy.

1. EXTERNAL AGENCIES AND SPEAKERS

At Roe Farm Primary School, we encourage the use of external agencies or speakers to enrich the experiences of our pupils however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school’s values and ethos.

We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers must read the Visiting Speakers Agreement. (Appendix 1)

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

* Any messages communicated to pupils support fundamental British values and our school values.
* Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
* Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
* Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
* Activities are matched to the needs of pupils

We recognise however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this in line with this policy.

1. UNKNOWN/UNIVITED VISITORS TO SCHOOL

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in and be issued with an identity label.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher should be informed.

The Head Teacher and/or members of the Senior Leadership Team will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

1. GOVERNORS

All governors have DBS clearance.

Governors should wear their id lanyard at all times.

Governors should sign in and out.

New governors will be made aware of the policy and familiar with its procedures as part of their induction.

1. STAFF DEVELOPMENT

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.