



CYRIL JACKSON PRIMARY SCHOOL VISITOR POLICY

VISION AND VALUES



STATEMENT OF AIMS:

To provide a supportive, stimulating environment in which each child is enabled and encouraged to attain the highest standard of achievement of which he or she is capable.

To ensure that the curriculum is broad and well balanced following all subjects in the National Curriculum.

To value each individual's contribution irrespective of race, gender, religion or ability.

To encourage children to be aware of their behaviour and how it affects other people.

To recognise that children have a variety of special needs and endeavour to provide appropriately for the needs of individuals.

To ensure that the curriculum reflects the richness of our multi-cultural society.

To foster and build on relationships with parents, governors and the wider community.

To provide a planned process of staff development.

1.1 RATIONALE

Visitors are very welcome and encouraged at Cyril Jackson Primary School. They often make an important contribution to the life and work of our school in many different ways. The learning opportunities, enrichment and experience they bring are encouraged and appreciated.

It is the school's responsibility, however, to ensure that the security and well-being of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

1.2 AIMS

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents in order that we may fulfil our responsibility to safeguard the children in our care from all forms of harm including radicalisation and exposure to extreme narratives.

1.3 POLICY RESPONSIBILITY

The Headteacher and the Finance and Statutory Compliance Manager are the members of staff responsible for implementation, co-ordination and review of this policy.

2.1 WHERE AND TO WHOM THE POLICY APPLIES

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during 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 for after school activities (including specialist tutors, sports coaches and topic related visitors e.g. authors, journalists);
- all governors of the school;
- all parents (particularly parent helpers);
- all pupils;
- education personnel (LA advisors, inspectors);
- buildings and maintenance Contractors.

2.2 VISITORS INVITED TO THE SCHOOL:

- a. Before a visitor is invited to the school, the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.
- b. Premises staff visit the school on a regular basis to carry out any maintenance that is required. On arrival they must let the Finance and Statutory Compliance Manager know the reason for the visit.
- c. When inviting visitors to the school they should be asked to bring in formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
 - All visitors must initially report to the main School Office – they should not be allowed to enter by 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.
 - All visitors will be asked to sign in using the Visitor Sign in machine which is kept by the School Office.
 - All visitors will be required to wear an identification lanyard.
 - Visitors are required to read the H&S Induction document detailing fire exits and evacuation procedure.
 - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the School Office to receive the visitor. The contact will then be responsible for them while they are on site.
- d. On departing the school, visitors should leave via the School Office and 'sign out' via the electronic Visitors' Record. They should remove and return their lanyard.

2.3 UNKNOWN / UNINVITED VISITORS TO THE SCHOOL

- a. Any visitor to the school site who is not wearing a lanyard should be challenged politely to enquire who they are and their business at the school.
- b. They should then be escorted to the School Office to sign the Visitors' Record and be issued with a visitor badge. The procedures in 2.1 then apply.
- c. If it is found that the visitor has no business in the school, they should be asked to leave the site immediately, the headteacher, or teaching deputising for the headteacher, should be informed at once and should then make a decision about whether to summon the police.

2.4 CONTRACTORS / ENGINEERS

Contractors / engineers follow the procedures as set out in 2.2.

When pupils are on the premises, the contractors / workmen must be supervised at all times by the Site Manager or technician (if a DBS check has not been verified) or, if he is unavailable, by another member of staff.

2.5 SPECIFIC GUIDANCE CHECK LIST FOR MEMBER OF STAFF ORGANISING VISITS FROM EXTERNAL AGENCIES OR INDIVIDUALS VISITING IN THEIR OWN CAPACITY.

- Speakers at assemblies / class lessons etc. need to be initially cleared through the Headteacher
- Ensure that the visitor / external agency complements the school's planned programme or scheme of work
- Be confident that the visitor / external agency has the expertise in the subject that 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 curriculum.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session
- Inform the visitor / external agency of: number, age and gender ratio of students background, ethnicity and culture of students, special educational needs (if applicable)
- Provide access to relevant school policies e.g. Personal Education, Equal Opportunities and risk assessments, as appropriate.
- Inform relevant people of the presence and remit of the visitor, e.g. School Office
- Inform students in advance of the activity
- Provide the visitor with a named contact.
- Organise meet and greet arrangements and classroom / assembly lay out.
- Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.
- Ensure the activity meets Health and Safety guidelines.
- Ensure the visitor / external agency is thanked for their contribution and where applicable, fees are paid.
- Give students time to reflect on what they have learned.

2.6 SAFEGUARDING CHILDREN FROM RADICALISATION AND EXTREMISM

- The school takes extremely seriously the threat posed by exposure to extremism and radicalisation from external visitors. We will take the following additional and specific measures to guard against such a threat:
- make all reasonable checks to ensure that a proposed visitor is not associated with any extreme narratives or radical ideologies including performing an internet search on the individual, speaking with the organisation they are from;
- Engage with local police and LA Prevent lead to find out more about an individual where concerns exist.

2.7 GOVERNORS AND PARENT HELPERS

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service procedures, completing a DBS disclosure (if not already held) via the School Office.
- The school must check all Governors and parent helpers DBS certification is in date at the beginning of the academic year.
- All Governors and parent helpers should follow the procedures as stated above for visitors invited to the school.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher and/or the HR and Office Manager
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby / job / faith) as long as they are not left unsupervised. The Headteacher must

give permission before any such visit takes place. All regular parent helpers must be DBS checked.

2.8 INDUCTION OF NEW STAFF

As part of their induction, new staff will be made conversant with this Policy for External Visitors and asked to ensure compliance with its procedures at all times.

2.9 LINKED POLICIES

This policy should be read in conjunction with other related school policies, namely:

- Safeguarding policy
- Health and Safety policy
- Equal Opportunities Policy
- Induction Policy