



# Outwoods Primary School

Written: October 2009

Ratified: May 2017

Review Date: May 2020

## School Visitors Policy

### Rationale

Outwoods Primary School welcomes visitors to the school, but expects all visitors to comply with the School policies and procedures, in particular CRB checks and Health & Safety Requirements.

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the enrichment of the curriculum, life and work of the school. For the purposes of this policy, parents are also classed as visitors.

### Principles:

All School staff and pupils will be made aware of the School's policy for visitors. If a pupil or student should meet any persons in the School who are not obviously members of the School community and are not wearing Outwood's Visitor identification, they should politely enquire of the visitor if they require help and direct them to Reception. If they are in any doubt of the legitimacy of the person, they should inform a member of staff immediately.

### Procedures

In order to ensure the safety of our pupils and to make the most of classroom input by visitors, and to ensure that this input is appropriate, the following guidelines will be followed:

- Visitors should report to Reception on arrival and use the Main School Entrance.
- All visitors must sign in.
- Contractors should be signed in before being introduced to the Caretaker who will provide relevant site access as is required.
- Contractors will be expected to adhere to Health & Safety regulations and ensure that safe working practices are followed
- All visitors shall be requested to wear an appropriate form of identification when on School premises
- Regular visitors working with pupils in the School are required to go through CRB procedures. The School will seek confirmation from companies for representatives who visit the School that CRB checks have been successfully completed.
- Visitors should be met in Reception and be escorted into the school by the member of staff responsible for the visit, or their representative.
- Visitors should be made aware of fire regulations, and any Health & Safety AND Safeguarding policies and procedures.

- Visitors to the classroom should be made aware of the School ethos and must comply at all times with the Governor's policies, administrative rules and School procedures.
- All visitors must return the Visitor's badge before leaving the site.

### **Planned Visits**

- Authorisation for the visit should be obtained in advance from the Deputy Headteacher (Teaching & Learning). Staff are reminded that visitor CRB confirmation is part of this process.
- The teacher should discuss the content and method of delivery with the visitor prior to the visit, ensuring any materials to be used are suitable.
- An educational visitor should be made aware of the age and ability level of the pupils. The teacher and visitor should ensure that the materials provided are accessible to all; this could mean that any follow up work has to be differentiated.
- Visitors should not be left unaccompanied with pupils. This is to comply with child protection issues.

This policy is to be read in conjunction with;

Safe-Guarding Policy

Health and Safety Policy

Human Rights Act

Equal Opportunities Policy

Disability Discrimination Policy

Personal, Health, Social, Citizenship Education Policy