



Archbishop Temple School

A Church of England Specialist College

VISITORS TO SCHOOL

Date Agreed : February 2020

To Be Reviewed : February 2022

Name of Policy: Visitors to School Policy

Sub-Committee Responsible: F&F Committee

Lead Responsibility in School: School Business Manager

Source of Policy: (Please tick)

- LA:**
- Diocesan:**
- School: X**
- Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

Purpose

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

Mission

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

Rationale

Archbishop Temple School welcomes visitors to the school, but expects all visitors to comply with the School policies and procedures, in particular DBS 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

The Headteacher should be informed of any proposed visitor to school in advance of such a visit and information should also be given to Mr Charlton for inclusion in the school diary. Wherever possible Mrs Siddle would welcome the opportunity to meet the visitors at some point during the visit itself. If expenses of visiting lecturers are to be paid, adequate arrangements should be made by the teacher in consultation with the Headteacher and the Finance Officer in advance of the visit. It is good practice to inform Reception staff of visitors who will be coming into school.

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, 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

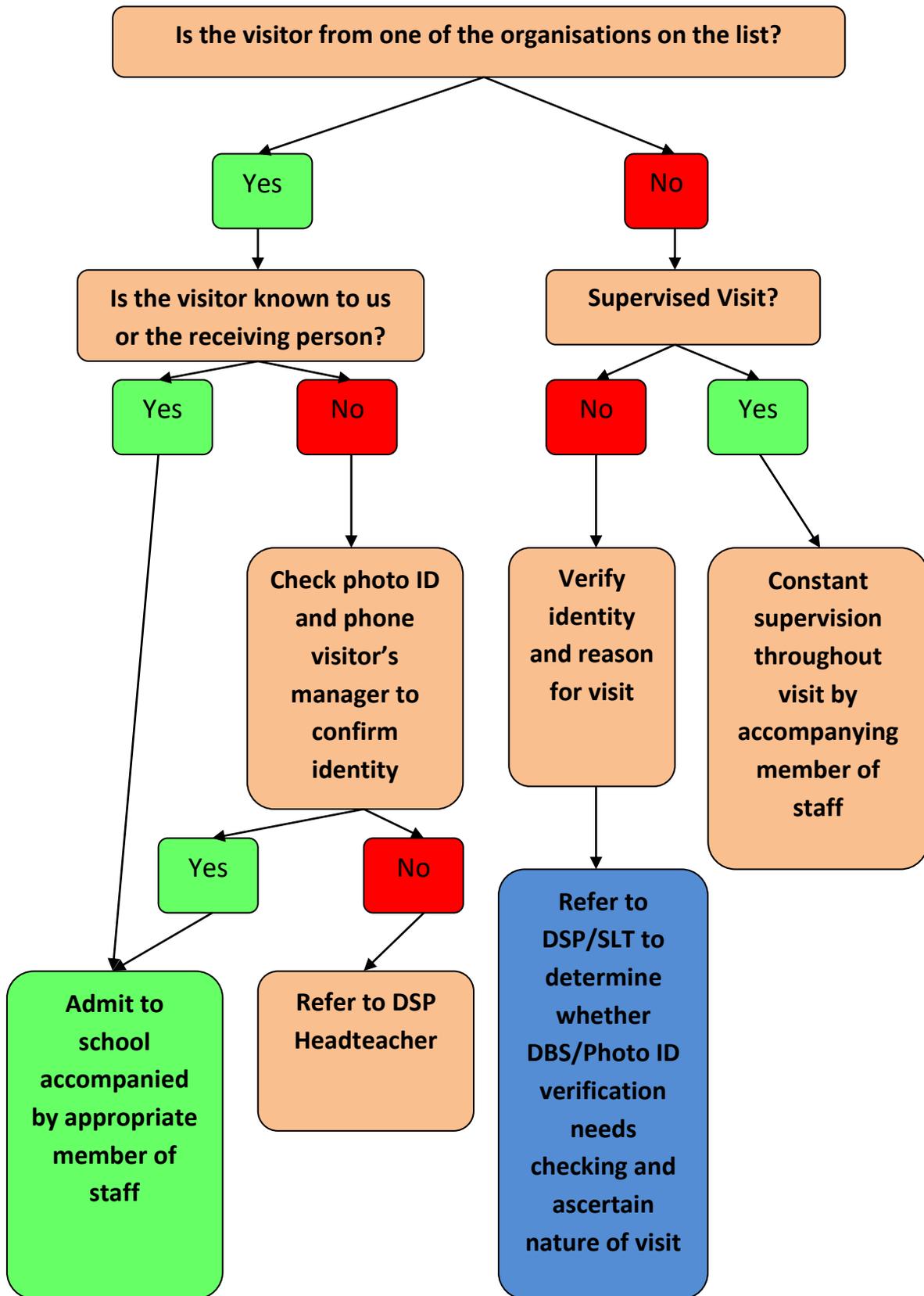
In order to ensure the safety of our pupils and to make the most of classroom input by visitors, and to ensure that this input is appropriate, the following guidelines will be followed (see also accompanying flowchart):

- 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 Facilities Manager/Supervisor who will provide relevant site access as 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 DBS procedures. The School will seek confirmation from companies for representatives who visit the School that DBS 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 Governors' 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 Headteacher. Staff are reminded that visitor DBS 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.



The golden rule regarding access permission is that in the event of doubt, the box highlighted in blue must be assumed