



The Federation of North Petherwin and Werrington Schools

Member of the An Daras Multi Academy Trust



Visitors Policy

Introduction

This policy supports the schools' aim to respect the rights of children and is intended to secure the best interests of children in the school, which must be a top priority in all things affecting them.

Article 3: The best interests of the child must be a top priority in all things that affect children

The implementation of this policy is the responsibility of all of the staff within the school Community.

We welcome and encourage visitors to participate fully in the life of our school. However, our priority is the safety of the children in our care.

Aims and Rationale

At North Petherwin and Werrington Schools we are very fortunate to have supportive visitors. We are using the term 'Visitors' to describe anybody who is not employed by the school. The term visitors includes parents, carers and volunteer helpers.

Our visitors recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationships to equip children with the necessary skills for adulthood and lifelong learning.

The purpose of this policy is to create a shared understanding of expected conduct so that we can work together to ensure a safe, positive and rights respecting school environment for our children.

Visitors should not:

- Take responsibility for all or some of the whole class
- Take children off the school site without a teacher in charge
- Deal with behaviour of a child in school if not their own
- Be out of the sight of a member of staff, alone with a child

The responsibility for the safety, health and welfare of the child remains with the class teacher at all times.

Deployment of volunteer helpers

Helpers will be asked to support in classes and situations where there is the most need for individual support. This could be in their own child's classroom, providing it is not a distraction and the teacher is comfortable with the situation.

Respect and Concern for Others and their Rights

- We expect visitors to show respect and concern for others by:
- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to calmly discuss and clarify specific events in order to bring about a positive solution
- respecting the school environment, including keeping the school tidy by not littering.
- The visitor will be required to agree that they will not disseminate radical views or discriminatory views. This ensures that the school complies with 'THE PREVENT DUTY UNDER THE COUNTER TERRORISM AND SECURITY ACT 2015'

Identification

The Headteacher must be informed prior to any visit during the school day.

All visitors must report to reception. On arrival the visitor will be asked to produce formal identification.

Procedure for visiting school

Any adults that arrive in the school must sign in at reception. A visitor's book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge, which should be worn at all times and returned to the office before they leave. They will also be asked to read and agree to the visitor's Rights Respecting School Charter and will be provided with a copy of the visitor's policy. Contractors will be given a copy of the 'Contractors' leaflet. This procedure is followed on both safeguarding and fire safety precautions grounds.

To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made.

Members of the staff who are expecting visitors should ensure that the office is aware of the appointment. All visitors are admitted at the discretion of the Head Teacher. All visitors must adhere to the instructions given by any member of staff. The Head Teacher will decide whether the visitor needs to be accompanied for the duration of their visit.

All visiting speakers will be supervised by staff for the duration of the sessions.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Head Teacher. This may be to comply with the Data Protection Act,

preserve copyright or maintain confidentiality. Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information.

Any visitor who has concerns about any aspect of their visit should bring this to the attention of the Head Teacher.

All visitors must have regard for the health, safety and security of everyone and everything on the premises.

Accessibility of policy documents

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current School policies are available for parents and carers to read.

Review

This policy will be reviewed in the Spring Term 2016