



**Crich Junior School**  
our happy, caring, community school

# VISITORS IN SCHOOL POLICY

**This policy was updated November 2019**

**This policy will be reviewed November 2022**

**Signed (Headteacher) .....** **Date.....**

**Signed (Chair of Governors)**

**..... Date.....**

# Visitors in School Policy

## Introduction

This Visitors in School Policy sets out the school's approach to visitors in school.

## Contribution to our School's Aims & Mission Statement

- For Crich children to feel safe and secure
- To be a welcoming, open school
- To provide a stimulating, broad, balanced and enriching community

## Aims

- Crich Junior School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.
- Parents, teachers from partner schools and ex students make visits for meetings and volunteer work.
- The School support parent (and other adults) wishing to work as volunteers in School. There are two main ways of helping: -
  - a) Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.
  - b) Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time.
- We offer work experience for young adults in training as well as young people wishing to have a work experience of school life.
- A variety of delivery staff, maintenance engineers and contractors carry out routine work on the school site.

## Rationale - Why Have a Policy?

- For the safety and security of all pupils and staff
- For the safety and security of all visitors
- To enhance and enrich our curriculum through specialist expertise
- So that effective partnerships are developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

## **General Procedures**

- All regular volunteer helpers must undergo a DBS police check in order to ensure that the children are protected. (Exceptions can be made, after consulting the headteacher, for those who visit the school for a short period only and are supervised by a member of staff at all times).
- All volunteer helper DBS checks are kept in a file in the school office.
- All visitors must report to school reception to sign in.
- All visitors are made aware of emergency procedures by the member of staff supervising their visit.
- If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the headteacher before any agreement is made.
- Speakers at assemblies/lunchtime meetings, etc., need to be cleared through the headteacher.
- Any visitors on site who are not recognised should be politely asked their business.

## **Specific Guidance/Checklist for members of staff organising visits from external agencies**

- Ensure the visitor/external agency complements the school's planned programme or scheme of work.
- Be confident that the visitor/external agency has expertise in the subject 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 programme/scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- Inform visitor/external agency of: number, age and gender ratio of pupils, background, ethnicity and culture of students, special education needs (if applicable).
- Provide access to relevant school policies, e.g. Rise, Collective Worship, Confidentiality and risk assessments.
- Inform relevant people of presence and remit of visitor: e.g. School Admin Team, Headteacher.
- Inform pupils in advance of the activity.

- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Ensure activity meets Health and Safety guidelines.
- Ensure visitor/external agency thanked for their contribution and where applicable fees paid.
- Pupils are given time to reflect on what they have learned.
- Pupils, teacher and visitor carry out and record agreed evaluation method of session.

### **Responsibilities of the Headteacher**

The Headteacher is responsible for ensuring the policy is adhered to and updated when necessary.

### **Responsibilities of the Teaching and Support Staff**

For all staff to actively promote and support the policy.

### **Responsibilities of the Governors**

The Governors support the Headteacher in ensuring the policy is in place and is reviewed when necessary.