



Visitors in our School and Children's Centre Policy



Kinraig Primary School and Children's Centre, Blackpool

VISITORS IN OUR SCHOOL OR CHILDREN'S CENTRE POLICY

RATIONALE:

As a school and children's centre we aim to provide our pupils with a broad, balanced and enriched curriculum, we see the inclusion of visitors into the school/nursery's curriculum as one of the means of ensuring that we meet this aim. The use of visitors can enhance and enrich the curriculum.

AIMS:

- To enrich and inform the curriculum by providing our pupils with experiences and knowledge that cannot be provided from within the school.
- To allow our pupils to question and learn from 'experts' from various walks of life and disciplines.
- To allow our pupils to gain a wider view of the world.
- To give our pupils and insight into the lives of other people.

IMPLEMENTATION:

We are aware that visitors to school/children's centre fall into 4 main categories:

1. Planned visits which reinforce or enrich the curriculum, e.g. storyteller
2. Contractors undertaking work on the school premises during the school day.
3. Professionals sent from the LA to conduct surveys on the school, e.g. for asset management purposes.
4. Local Authority and other agency staff visiting the school to support individuals or contribute to multiagency meetings, e.g. the educational psychologist.

The requirements for all visitors are:

- All visitors need to be cleared with the Headteacher, Deputy Headteacher or Children's Centre Manager.
- All visitors should sign the visitors' book in and out and should be given a badge to wear.
- Visitors should not be left with child/ren out of sight of a member of staff unless they hold a fully enhanced CRB disclosure and can present this for examination.

ROLES AND RESPONSIBILITIES:

The Headteacher is responsible for the circulation and implementation of this policy. All members of staff have a responsibility to be aware of, and act on the guidelines that accompany this policy and to challenge any visitors they see on school grounds who are not wearing a visitor badge and return them to the office.

We expect all staff, including voluntary staff and visitors, to report any disclosures by pupils or parents/carers, of a concerning personal nature to the designated child protection co-ordinator as soon as possible after the disclosure and in an appropriate setting, so others cannot overhear. This is in line

with our child protection policy and is to ensure the safety, protection and well being of all our pupils and staff.

The designated child protection co-ordinator will decide what, if any, further action needs to be taken, both to ensure the pupil gets the help and support they need and that the member of staff also gets the support and supervision they need.

MONITORING AND EVALUATION:

Monitoring and evaluation is carried out to ensure this policy and guidance is suitable for purpose and supportive of both children and staff within our school. Monitoring takes place in a couple of ways:

- ◆ Discussion with members of staff
- ◆ Evaluation of number and type of visitors present in school over the year

Policy last updated 29/09/15.

At Kincaig Primary School and Children’s Centre this guidance will be reviewed and modified on a regular basis at least every three years.

It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of person responsible for policy – Mrs Karen Appleby

Signed: _____ Date...

Date	Proposed Amendment	Signed

POINTS TO CONSIDER WHEN INVITING A VISITOR(S) INTO SCHOOL

These guidelines should be read in conjunction with the Visitors to School Policy.

The head teacher must always be informed about any plans to invite any visitors into the school.

Visits should be logged in the Visitor Log Book which is kept in the office.

BEFORE THE VISIT

- Check with the head teacher that a visitor can come to school and arrange a date/dates with the head teacher for the visits.
- Does the visitor come from a 'legitimate' organisation/source?
- Will the visitor be supervised?
- What is the visitor providing that the school cannot?
- Does the visitor have aims and objectives of their own?
- Are the visitor's aims and objectives compatible with those of the school?
- Will the visitor's input be appropriate to the needs, age and maturity of the audience?
- What teaching methods will the visitor use?
- What materials will they be bringing?
- Is there a need for the pupils to prepare prior to the visit?
- What resources will the visitor require?
- Is there a cost involved?

FOR THE DAY

- Make the staff at reception aware of visitors will be coming and there time of arrival.
- How long is the session?
- Who will attend?
- Which members of staff will attend and what will be their role?
- What venue/equipment will be used and who will prepare it and then clear it away?
- How will the input be evaluated and by whom?
- If required how will the visitor be provided with feedback?
- How will the school receive feedback from the visitor?

AFTER THE VISIT

- Is there a need for another/further visit(s)?
- How will the pupils feedback?
- How will the visitors input be integrated into other lessons?
- What was the impact of the visit and can it be measured