

# NEWFIELD SCHOOL



## Visitor Policy

Responsible: Mr Whelan  
Date of policy September 2021  
Date for review September 2022

## **DEVELOPMENT PROCESS**

The policy has been drawn up in consultation with all teaching staff, other school staff, mums, dads and carers, pupils, governors, members of the wider school community and other agencies.

## **LOCATION AND DISSEMINATION**

The policy can be found in the staff handbook. This document is freely available to the entire school community.

## **Aims**

- To ensure that the school premises are safe and that visitors to school come to no harm.

## **RATIONALE**

We have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Equality Act 2010 and the Equality Act 2010 (Disability) Regulations 2010 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school come to no harm.

We require all visitors such as mums, dads and carers, governors, education support officials, LA officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation, where relevant and to sign in to comply with our fire regulations

When working on the school premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

The purpose of inviting visitors in to the school needs to be clear. Reasons could include:

- Raising awareness of an issue
- To discuss pupils and put support in place
- To provide building maintenance work
- Providing expertise and support
- Building links with the community
- Giving pupils an opportunity to work with adults outside of the school
- Raising the profile of the school
- Public relations

- Enhancing the curriculum
- Part of staff training
- As a resource

## **USING VISITORS WELL**

Whilst visitors can bring a wealth of skills and expertise to the school setting, it should be recognised that the majority of them have no formal training in classroom management and teaching and learning strategies, particularly in managing the challenging behaviour that may be exhibited by some children. Visitors are not to be invited into school without the permission of the Headteacher or SLT. Visitors should not be left alone with pupils unless they are a visiting external agency who has clearance from the head teacher and are DBS checked. The staff inviting the visitor in and the visitor need to plan the experience in order to proactively deal with any issues that arise during the session(s) and as a result of the session(s).

## **WHAT THE VISITOR NEEDS TO KNOW BEFORE THE VISIT**

Visitors could be sent an information pack containing:

- School procedures, including in case of fire
- Number and age of pupils they will be working with, if applicable
- Aims and objectives of the visit

## **WHAT THE SCHOOL MAY NEED BEFORE THE VISIT**

- DBS clearance documentation
- Visitors need to provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials.

## **GROUND RULES**

All visitors should:

- Register on entry sign system, agree to photograph and wear badge at all times
- Be shown toilet facilities and offered refreshments
- Be advised on fire routes in case of alarm
- Sign out at the office on leaving and hand in their visitor badge
- Be escorted out and thanked for their visit.
- Allow school staff to manage any behaviour issues. (If a visitor has any concerns in how they perceive a situation to be managed, these should be raised with the member of staff and/or head teacher or deputy head teacher, before leaving the building)

If visitors come to give talks to pupils on topics that may be sensitive, they must be made aware of the ground rules used in classrooms:

- No one (teacher, visitor or pupil) will have to answer a personal question
- Everyone has the right to pass

- Only the correct biological names for body parts will be used
- Names of individuals are never mentioned in discussions or questions
- Meanings of words will be explained in a sensible and factual way.

## CHECKPOINTS FOR TEACHERS ORGANISING A VISIT

- ✓ Has the teacher sought agreement from SLT for the visit?
- ✓ Has the visitor been made aware of relevant policies?
- ✓ How will the visitor be made aware of the school's ethos and values?
- ✓ Has the visitor been made aware of:
  - The size of the group
  - The age and nature of the group/class, e.g. ability, ethnicity, gender, sexuality, religion and individual special circumstances
  - Any relevant issues regarding special educational needs
  - Child protection and confidentiality issues
  - Ground rules usually followed in the classroom
  - The aims /objectives of the session(s)
  - What preparatory activities will take place
  - What follow up will be provided
  - How the sessions will be organised
  - What resources are available
  - How the sessions will be evaluated
  - Safety/fire drill procedures

## Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for Health and Safety;
- responsibility to ensure that the school complies with all the aforementioned acts;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel, pupils and visitors to the school comply with this policy;
- invitation to visit the school within their role
- nominated link governors to visit the school regularly with particular foci, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

## Role of the Headteacher

The Headteacher will:

- ensure the health and safety of all visitors to school by undertaking a regular Risk Assessment of the premises with the Site Manager;
- ensure that all contractors when working on the school premises cooperate with our health and safety policies and procedures;
- ensure that all contractors act in a responsible and proper manner;

- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- monitor and review this policy

### **Role of the Health and Safety Representative (N Hughes)**

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in obtaining risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- provide training when suitably qualified to do so

### **Role of School Personnel**

School personnel will:

- comply with this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
- be aware of the working agreement between the school and any contractor undertaking work in the school

### **Role of Visitors and Contractors**

Visitors will:

- report to the school office upon entering the school premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitors book;
- wear a school visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- sign out when leaving the school

Contractors will:

- comply with all health and safety policies and procedures when working on the school premises;
- act in a responsible and proper manner;
- come to a working agreement regarding how they can work on the school premises during school day;

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with mums, dads and carers such as introductory, transition and parent-teacher consultations
- meetings with school personnel
- communications with governors and school council
- communications with home such as newsletters

### **Monitoring the Effectiveness of the Policy**

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.