

Our Visitors Policy and the related procedures are very much a reflection of our Mission Statement. At St Scholastica's Primary School our mission statement says:

“we wish to educate the whole child through the integration of intellectual, spiritual, moral, emotional, psychological, social and physical development.”

This is done in “partnership with the wider community, especially the home and parish, where the development of the whole child is nurtured”

Visitors Policy objectives:

- To ensure that the curriculum is enriched by the use of individuals and groups who have specific skills and expertise
- To ensure that the children's education is safe and secure
- To ensure that all visitors are aware of their responsibilities within school

Definition of Visitor:

In this context a visitor will be any adult/ young person who comes into school during the school day. This may include:

- Supply staff
- Parents supporting other children in class
- Professionals who are assisting with curriculum delivery (eg Road Safety staff for PSHE sessions)
- Professionals who are working with specific children eg School Nurse, Therapists
- Adults who are on site to make repairs or test equipment
- Young people on work experience

Responsibilities and Procedures:

When inviting visitors onto the premises, staff need to be clear as to the reason why the invitation is being offered, the nature of the work to be undertaken and the way that the work will be monitored and evaluated. Notice of the school visit should be in the school diary. It is also important that the visitor is clear about why they are present in school. Visitors must not be left alone with children unless their DBS check has been seen and their identity validated.

The signing in procedure: no one may enter the school building without signing in. The procedures for this are clearly stated at Reception Office. They are also required to sign out on leaving.

Responsibility for letting visitors in school and ensuring that they are checked appropriately is done by the admin staff except when it is before or after regular hours, where the responsibility for this lies with the person who lets them in.

All visitors are given an appropriate pack of information upon arrival, depending on their role. This is to ensure that they are aware of their responsibilities and of the school's procedures in certain areas and circumstances eg safeguarding arrangements, fire alarm, lunch arrangements etc where appropriate.

Visitors who have been involved in curriculum delivery should be given the opportunity to evaluate their experience, as should the receivers of the curriculum so as to explore the extent to which that the aims of the session had been met. This will help the school and the visitor decide whether or not any future collaboration would be beneficial. This is especially important in the case where the visitor has been paid for their input (eg a Theatre In Education Company).

More information on this is in the staff handbook.

Signed by Chair of Governors _____ Date _____

Signed by Head teacher _____ Date _____

Review date: May 2016