



# St. Paulinus Catholic Primary Academy

Part of the Blessed Peter Snow Catholic Academy

Inspiring all to live, learn and love in the light of Jesus.

(cf John 8:12)



# Visitor's Policy

## Version control

Version number	Date	Revisions made	By who?	Approval date
V01	03/01/2023	Updated with new procedure for visitors	SHayes	24/01/2023

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## Visitor's Policy

### School Mission

"Inspiring all to live, learn and love in the light of Jesus"

### Policy and Procedures

Visitors are always welcome in our school and we strive to make their experience happy and purposeful so that they will want to return!

However, at the same time St. Paulinus Catholic Primary Academy has a legitimate interest in Safeguarding and protecting the safety and welfare of students and staff members, avoiding disruption to the educational process, and protecting and maintaining order and security on its premises.

Staff and pupils are reminded of the practice embodied in our Mission Statement and ensure that visitors and callers to the school feel that personal relationships and day to day interactions are characterised by caring, courtesy and respect.

The control of visitors is a fundamental part of St. Paulinus' safeguarding of students, staff and property.

All visitors have a duty to take reasonable care of themselves and others whilst on the premises.

St. Paulinus Catholic Primary Academy maintains the right to place limitations on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations, however any limitations will not be unreasonably applied. The Headteacher has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising her discretion, the Headteacher considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.

St. Paulinus' staff shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with any such information as may be necessary to ensure and enhance a co-operative relationship between home, school or the wider community.

### Purpose

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and that visitors themselves can benefit from contact with the pupils and staff. The purpose of this policy is to help our school use visitors from the wider community to provide relevant

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and high-quality services directly to students or in support of students, appropriately and safely.

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 Headteacher. All visitors must adhere to the instructions given by any member of staff. The Headteacher will decide whether the visitor needs to be accompanied for the duration of their visit. Unaccompanied visitors should either have a current DBS check on file with the school or be a visitor from an organisation whose members are subjected to DBS checks. Any visitor without a DBS must be supervised at all times or it should be ensured that they will not have contact with children.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Headteacher. 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 Headteacher.

All visitors must have regard for the health, safety and security of everyone and everything on the premises. If a visitor is to be restricted to specific areas of the school then this will be made clear.

Supply staff are given a 'Guide to Daily Routines for KSI & KSII' upon arriving in school and a safeguarding leaflet for visitors. Any visitor having contact with the children, will be provided with a red lanyard badge to identify them as a visitor that has been checked by the office.

Where possible, visits by Contractors, especially for maintenance, should be made at times when the pupils are not on the premises. Where this is not possible, staff should be made aware that children will be unable to go to certain areas of the school.

Advice for Governors visiting the school follows :-.

## **Governor Visits**

Governor visits are an important part of the life of the school and the work of the Academy council. It is through purposeful visits that governors, teachers and children can develop healthy relationships which are built upon knowledge and trust. Through these visits, staff and governors can also confirm their shared aims and their common purpose of working together for quality education.

Governor's visits should normally be by arrangement with the Head Teacher.

Governors will be encouraged to visit the school as often as they can with a view to :

- Keeping informed about practice in the school
- Offering support for the Head Teacher, teachers, ancillary staff and children
- Sharing any personal knowledge, skill or expertise that could benefit staff or children.

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Information from visits is to be treated confidentially but it may form the basis for constructive discussions about the work and life of the school. Governors should, therefore, be encouraged to discuss what they have seen with the member of staff concerned or with the Head Teacher. This is to be done in a spirit of mutual enquiry and for the purpose of developing shared understandings.

## Key definitions

There are a wide range of different Visitors to school – below are the main examples of visitors to our school:

- Volunteers who carry out services in an unpaid capacity
- Students who are carrying out activities as part of their unit of study
- Individuals or groups who will be paid directly by the school
- Individuals or groups carrying out a service within our school but who work and are paid for by others, e.g. supply teachers

## Visitors' roles

Visitors' services or activities must have a clear educational purpose, add value and relevance to pupil learning, complement the whole school program, and be undertaken in accordance with this policy.

Support provided by visitors may include :

- enrichment and specialist support for students – for example, music, drama, foreign language tuition and sport
- Special Needs support from Educational Psychologist, Behaviour Support Team or Link Teacher
- Support for student health and wellbeing – for example, health professionals and Catholic Care
- Governors and advisers / inspectors monitoring the work of the school.
- Maintenance work to the school e.g. ICT support services, NPS, Fire Officer etc.
- Classroom support from students (e.g. work experience, Kirklees college students, Trainee teachers) and parents on a voluntary basis.

## Procedure to be followed

The 'Visitors in Schools Policy' provides guidance to ensure that visitors' participation is managed consistently and well, and understood by all participants, to ensure the greatest benefit to schools and visitors.

All required procedures must be completed, and all relevant forms and agreements must be in place, before a visitor's activity or program commences.

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CCTV is in operation externally throughout the school premises. This is an aid in providing further security for staff and pupils in the school both within and outside the normal school day. The cameras are monitored by the school.

## The Process :

1. All visitors must report to the main office/ entrance and sign in using the inVentry system, stating their name, company, car registration and the name of the person they are visiting. An ID sticker will be generated, and the visitor is expected to wear this whilst on school premises. Proof of identification and or DBS may be requested.

In the event that the inVentry system is not working, a signing-in sheet will require completing and a visitor's sticker will then be issued.

2. The Headteacher must be made aware of any visitor who will be working with children or within the classroom before the activity can commence.
3. All visitors to the school must have had the relevant security checks as advised by the Local Authority e.g. DBS (previously known as CRB) enhanced disclosure checks. A record of these checks are kept by the School Office.
4. Visitors to classes for specific purposes of contribution to topics, relating experiences, etc are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Headteacher prior to finalising arrangements and should try to ensure that the visit causes minimum class / school disruption.
5. Insurance details of any contractors working within the school must be checked by the School office before commencing work on site. Contractors from the Local Authority's recommended list have the necessary insurance cover for work in schools. Contractors must also be made aware of the school's asbestos record before work starts.
6. Contractors must ensure they liaise with the Senior Managers of the school with regard to health and safety issues, eg. where pupils will be working, walking, etc and when.
7. All visitors working with the children must be made aware of the school's confidentiality requirement.
8. A member of staff, teacher or learning support assistant, would be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures were followed.
9. All visitors must sign out using the inVentry system when leaving the school in case a register had to be taken, eg. fire drill. We also welcome any visitors' oral or written comments with regards to their welcome, the ethos of the school, etc.
10. Any visitor not recognised by staff in school will be questioned and if necessary calmly asked to leave.

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## Policy Monitoring and Review

This policy will be reviewed following the 3-year Policy Review Cycle of the school or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.

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