

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL **RUSKINGTON**

SCHOOL VISITORS' POLICY

Part 1: Introduction

We welcome visitors to Winchelsea Primary School and take care to ensure their safety and security and that of our staff and pupils whilst they are with us. This policy is in line with guidance from the Healthy Schools Programme, of which the school is part.

Part 2: Purposes

- To meet legal requirements
- To link the policy with that for Health and Safety, Child Protection and Safeguarding.
- To ensure the health and safety and welfare of all visitors whilst on the sites
- To ensure that visitors feel welcome.

Part 3: Guidelines

- Visitors include contractors, temporary /supply staff, volunteer workers, students, parents/carers, outside professionals, trainers and governors.
- All visitors must sign in on arrival.
- On departure, or at the end of the day for prolonged visits, visitors will return to the office and sign out.
- Whilst on site, supply staff will be the responsibility of Senior Management (or class teacher), contractors of the Caretaker/School Business Manager and other visitors of their individual host.
- Any concerns should be, in the first instance, raised with these people, or in their absence, with the school office.

Part 4: Rationale

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

- Raising awareness of an issue
- Providing expertise
- 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.

Part 5: Using visitors well

A visitor's contribution must enhance the overall education experience for young people. It must add a dimension which the teacher alone cannot deliver.

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.

Part 6: What the school may need before the visit

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

Part 7: Ground Rules

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

- No-one (teacher, visitor or pupil) will have to answer a personal question
- Everyone has the right to 'pass'
- Only the correct biological terms for body parts will be used (RSE/Science)
- Names of individuals are never mentioned in discussions or questions
- Meanings of words will be explained in a sensible and factual way.

Part 8: Checkpoints for teachers organising a 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
- What resources are available
- How the sessions will be evaluated
- Safety/fire drill procedures.

All visitors should:

- Sign in at the office
- Be offered toilet facilities and refreshments
- Sign out at the office on departure
- Be escorted and thanked for the visit.

Signed: _____
Chair of Governors

Dated: _____