

BADDOW HALL INFANT SCHOOL

Visitors Policy



Ratified by Governing Body: Date: December 2021.

Signed: Nick Bannister-Dudley
Review Date: December 2024.

The purpose of this policy is to:

- Develop a coordinated approach to visitors;
- Monitor and evaluate how we use visitors to support pupil learning;
- Ensure the safety of all our children when visitors are in school;
- Comply with relevant health and safety legislation, and develop good practice.

We welcome visitors into our school and expect them to comply with the Child Protection policy, Health and Safety policy together with all other relevant school policies and to show the utmost integrity when working with staff and pupils.

We value the support visitors can give in supporting pupil learning. They bring into the classroom a wealth of experience, expertise, different approaches or viewpoints to complement the work of the teaching staff. However, teachers need to be able to manage the involvement of visitors to ensure that they are able to support the achievement of learning objectives and that pupils are offered balanced views about a particular subject.

A wide range of visitors are invited into school to contribute in a variety of ways. These include:

- Health professionals;
- Artists, Poets or Craftsmen;
- People with particular expertise, experience or knowledge;
- Members of the local community;
- Police officers.

Procedures

- All visitors including contractors are asked to report to the main reception office in order to sign in by the pre-approved methods and have an identifying badge issued;
- DBS checks are carried out on all visitors who engage with the pupils. This is in line with child protection and safeguarding procedures;
- The Health and Safety and Fire Safety evacuation notices will be drawn to the visitor's attention by office staff as will our operation of an open but polite challenge policy whereby they may expect to be challenged depending on their situation;
- Staff should inform reception of expected visitors so that they can be recorded in the visitor's book;
- After signing in contractors will either be introduced to the site manager who will provide relevant access to the site as is required or will be shown to their place of work;
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed. The school asbestos register is held by the office and will be made available to all contractors;
- Visitors will not normally work with individual pupils, unless accompanied by a member of staff;
- The school works closely with other education, health and social care professionals. There are occasions when these professional will work with individual pupils, in these instances the family room or sensory room will be made available.