



**St. Anne's R.C. Primary School**

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*Headteacher: Mr. A. Pierce*

# Visitors to Site Policy

Revised by: A. Pierce

Date adopted: November 2024

Date for review: November 2025

Signed ..... Chair of Governors

Date .....

## **Mission Statement**

As a Catholic community, we value every single member as a unique creation made in the image of God. We work together to help everyone to realise their God-given talents and their part in God's plan. Our school is a place of peace, tolerance and fairness where we follow Christ's example of loving God and loving others. Our ultimate aim is to give our community the prospects, belief and hope that every tomorrow can be a better day.

### **St. Anne's - making tomorrow a better day.**

Purpose of Visitors.

We believe that purpose of inviting visitors into school needs to be clear for both the class teacher and the visitor.

Reasons could include:

- Enhancing the curriculum
- Raising awareness of an issue
- Providing expertise
- Building links with the community
- Giving pupils an opportunity to work with adults outside the school
- Raising the profile of a programme within the school
- Public relations for the school
- Part of staff training
- Skills awareness and training
- As a resource
- Interact with pupils for educational purposes
- Work with people other than pupils
- Incidental visits – e.g. delivery, construction workers etc.

## **A. Visitors working with pupils / school staff**

### **What the visitor needs to know before the visit**

Visitors working with children will be given information including:

Number and age of the pupils they will be working with

Aims and objectives of the visit

Visitors Policy

### **What the school will need before the visit**

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

## **Ground rules**

If visitors have come to give talks to pupils on topics that may be sensitive, they must be made aware of related matters such as SRE Policy or Confidentiality Policy and the Catholic nature of our school:

- Every confidence will be treated in a sensitive way so that pupils feel supported
- Both pupil and visitor understand that there are some instances where confidentiality will have to be shared with others in order to protect and support the pupil.
- The meaning of words will be explained in a sensitive and factual way
- No-one will be forced to take part in a discussion
- Names of individuals are never mentioned in discussions or questions

### **All visitors should:**

Sign in at reception; receive an identification badge; and be met by the appropriate member of staff.

Have an appointment – staff are rarely available to meet visitors without an appointment due to their teaching commitments

Be offered toilet facilities and/or refreshments

Be made aware of any emergency drill procedures and muster arrangements

Sign out at reception on leaving, so that in case of a fire drill or an emergency the school is aware of all possible people on site

Be escorted out and thanked for their visit.

### **Check points for teachers organising a visitor**

After initial contact with prospective visitor:

- What is their name?
- Have they been recommended and by whom?
- Contact details – telephone/fax/e-mail address
- Is a fee required?
- Are expenses needed?
- Do they know how to get to the school?
- Do they have any/appropriate teaching experience?

Further details:

- Is CRB clearance required? (check with HT / DHT if in any doubt)
- Is a letter/fax/e-mail needed to confirm the visit?
- Is the resource material age appropriate and has enough been provided for the number of pupils?
- Date/time of visit?

Resources needed:

- Which teacher will support the visitor?
- Inform Office Manager of visit

- Staff to welcome visitor at reception
- Check SLT re timetable changes if necessary
- Inform other staff members if visit interferes with other lessons
- Cost
- Do parents need to be informed by letter?
- Has the Head teacher seen the letter and approved it?
- Is visitor aware of school ethos and values?
- Any particular seating arrangement needed?

## **B. Planned visitors for other purposes e.g. construction**

The responsible person will be made known to the Headteacher, working rules, practises and expectations will be agreed in advance e.g. site rules. Health and Safety procedures will be clarified such as storage of hazardous substances, tools, waste materials, evacuation procedures.

Should the visit last for a period of longer than a week, additional meetings will be arranged as either party sees fit, e.g. in the event of a new phase of construction work becoming imminent or for updated arrangements.

Health and safety matters, first aid, training, equipment checks, method statements, risk assessments etc remain the responsibility of the responsible person, and should be clarified with the Headteacher in advance of the visit.

Personnel should be clearly identifiable either through an identification badge, or alternatively work wear displaying a company logo.

## **C. Incidental visitors**

Other visitors should be asked to show identification before being allowed beyond the entrance porch. This may not be necessary if the visitor is not expected to pass beyond the porch e.g. personnel delivering a package.

Incidental visitors who are to be allowed beyond the entrance porch should then follow the procedures outlined for “all visitors” on page 3 of the policy.

### **Disseminating the Policy**

All staff members, governors will receive a copy of the policy.

Copies of the policy will be given to school visitors prior to their arrival.

Free copies of the policy will be available from the school office on request.

### **Review:**

The governing body will review this policy every two years, however it may be reviewed earlier if new government regulations are introduced, or if the governing body receives recommendations on how the policy might be improved.