

# Visitors Policy

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**This policy will be distributed to: *All teaching staff, All Support Staff, School Governors, and be copied in the parent's policies and procedure manual.***

## **INTRODUCTION:**

Kings Kids Christian School endeavour to ensure that all children and staff are treated fairly and equally. All children have equal rights to access all areas of the curriculum, regardless of race, gender and disability. Within this subject area, the SMT and all staff endeavour to provide the appropriate provision for this to occur.

### **How External Contributors Support the Curriculum**

Many opportunities are offered for enhancing provision of extra-curricular curriculum through the involvement of external contributors. When external contributors visit school staff will ensure that all activities are carefully planned. Activities provided by external contributors should enhance the afternoon teaching programme and when appropriate they will be used to initiate new areas of learning.

Our school has established links with external contributors such as doctors and nurses, sports providers, visiting speakers, etc. Where external contributors are to work directly with students, teachers will always undertake preparatory and follow up work e.g.

- Writing letters of invitation
- Arranging meetings to agree details of the activities
- Evaluating activities

Teachers remain responsible for student behaviour, health and safety and child protection and will remain with the students throughout sessions held.

## **AIMS**

The ultimate aim is to ensure that students at Kings Kids Christian School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

We aim to encourage and help our students to become active members of their wider community, involving community leaders, the church, parents, teachers and friends. We take our responsibilities seriously in fostering links with many different kinds of external contributors who can offer contributions to PSHE, SMSC, Citizenship as well as other subjects and aspects of the curriculum e.g.

- Members of the Church
- Volunteers, including students, parents, school governors and other members of the community
- Members of the local community with specialist knowledge and experience of developing social skills.
- Professionals from local government, local councillors, MPs, the police, health professionals or workers from voluntary or community organisations.

## **OBJECTIVES**

Our objective in creating this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

## **BENEFITS**

Individuals, schools and communities can all benefit from working with external contributors. These benefits are most likely to occur when work is planned and addressed to a particular development area or need in the PSHE/Citizenship curriculum. External contributors should be selected by the school so that benefits are realised by all involved. External contributors can:

- Bring new ideas/perspective to a subject or topic
- Offer specialist knowledge, experience and resources
- Make sensitive or controversial topics easier to address
- Form a friendly and potentially active link with the community and local services
- Add variety to the curriculum
- Give support to teachers through team-teaching approach

They may also:

- Support curriculum planning or policy development
- Provide specialist training for teaching and support staff
- Support curriculum monitoring and evaluation activities

## **WORKING WITHIN PROFESSIONAL BOUNDARIES**

External contributors will be made aware that their roles, responsibilities and boundaries, when taking part in curriculum activities. This may differ from other roles and responsibilities that they have taken in the community. When working in a classroom situation, external contributors will work to the professional boundaries of the teachers. We will also ensure that the responsibilities of the teacher and external contributor have been clarified e.g. the teacher alone will be responsible for behaviour and class discipline.

## **DEVELOPING EFFECTIVE PARTNERSHIPS**

The purpose of work with the external contributor will be planned in advance. The needs and interests of both school and external contributor will be negotiated and agreed. The external contributor must be clear about what is expected before, during and after the visit. They must be confident and willing to meet those expectations with appropriate practical and professional support from school.

## **GUIDELINES**

### **School Policies**

All external contributors will work within school policies relating to handling sensitive issues and confidentiality, health and safety, behaviour and any specific policies relating to the subject content, such as citizenship, drug education and Sex and Relationships in Education.

### **Behaviour**

The school and not the external contributor will remain responsible for student behaviour during the visit.

### **Confidentiality**

The school's policy on dealing with sensitive and controversial issues, including disclosure is contained within the Child Protection Policy and always apply.

### **VETTING EXTERNAL CONTRIBUTORS**

External contributors to the school will be made aware of the school's policy on child protection and the rules and local requirements concerning DBS checks.

### **Child Protection**

The proper protection and safety of pupils is paramount in arrangements for external contributors and visits.

Visitors with a professional role, such as the school nurse, social worker, educational psychologist or members of the Police will have had the appropriate vetting checks undertaken by their own organisation. Any professionals visiting the school should provide evidence of their professional role and employment details (an identity badge for example). If felt necessary, the school will contact the relevant organisation to verify the individual's identity.

## **PROTOCOL AND PROCEDURES**

### **Visitors to the School**

- All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure of signing in that the school adopts.
- All visitors will be asked to sign the Visitors Record Book which is kept in school office, making note of their name, organisation, who they are visiting and car registration
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

### **Approved Visitor List**

The School will hold details of approved visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record (a current DBS is defined as no more than 3 years old) **AND**
- b) A current clear List 99 check has been undertaken by the School's Administrator **AND**
- c) They have the written authorisation of the Head Teacher or Administrator to travel around the school site unaided.

### **Visitors Departure from School**

- On departing the school, visitors **MUST** sign out in the Visitors book.
- Return the identification badge to reception
- A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to school office to sign the visitor's book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher should be informed promptly.

The Head Teacher will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

### **MONITORING AND EVALUATION**

The Head Teacher and the Governors have the responsibility for monitoring and evaluating this policy. As in all policies it will be shared and discussed with the staff and parents where appropriate.

Policy Adopted by Governors on: 02/04/2020  
Policy Last Reviewed on: 20/04/2019  
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