



# Milecastle Primary School

## Visitors in School Policy

June 2017



## MILECASTLE PRIMARY SCHOOL VISITORS IN SCHOOL POLICY

### INTRODUCTION

Milecastle Primary School welcomes visitors including those from the local community and a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

### AIMS

1. To use skills and knowledge which visitors can bring into school to enhance and support the curriculum offered to pupils.
2. To foster partnerships and community cohesion.
3. To ensure safety and security of all students and staff during the time visitors are in school.
4. To ensure the safety and security of visitors while they are in the school.

### GUIDELINES

- If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the headteacher before any agreement is made.
- The headteacher should be made aware of any visitor in school on a regular or 'one off' basis.
- The visitor/external agency contribution should complement the school's planned programme or scheme of work and staff should be confident that the visitor has expertise in the subject they are delivering and the experience and skills to deliver sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.
- Discuss and agree the aims of session, professional boundaries, including responsibility for classroom discipline and fees if applicable, before the session.
- School will ensure the relevant members of staff (e.g. class teacher) are present during the session and that they are responsible for class discipline.
- Children should be given time to reflect on what they have learned from the visitor.
- All visitors must report to the school reception to sign in and must wear a numbered visitor's badge. Visitors should always present proof of identity on arrival. This should be checked by a member of staff.
- Visitors should be supervised at all times by an appropriate member of staff.
- All visitors must be made aware of emergency procedures by the member of staff supervising their visit.

- Any visitors on site who are not recognised, or who are not appropriately "badged" [this may be an ID badge issued by another agency e.g. NHS] should be politely asked their business. Pupils should be encouraged to report immediately any visitor who is not "badged".
- All visitors will be reminded that personal mobile 'phones should not be used when with children.
- Parents/carers will be allowed to photograph their own children e.g. in productions, assemblies but reminded that no photos of other children should be posted on social media.

## **CONCLUSION**

Visitors should be made welcome in school. Their use should be planned for and carefully supervised in order to benefit and support pupils and staff. The safety of pupils, staff and visitors is paramount and should be managed in line with all safeguarding procedures.