



Visitors Policy

1 Introduction

The School encourages parents and other visitors to visit Burtonwood Primary School and believes that there are many potential benefits which can result from their skills, knowledge and enthusiasm. The school will use volunteers and other visitors to enhance the education of the children without compromising their safety and well-being. All visitors should be welcomed into school, ensuring their help is appreciated by staff.

2 Visitors in School

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building. The school receives a variety of different visitors including volunteer parents, adults completing training or work experience, skilled professionals, governors, LA officers, contractors and many others.

There are a number of general requirements for visitors in school:

- All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed indicating that all visitors are required to register with the school office and obtain authorisation.
- All visitors shall be requested to wear an appropriate form of identification when on school premises. Badges are available for those who do not have clear identification of their own.
- Whenever possible, visitors should obtain authorization from the school in advance. At the discretion of the Head Teacher, such prior authorisation may be required.
- Visits may be prohibited at certain times such while standardised testing or other assessments are being conducted.
- All school visitors must comply at all times with the School's policies, administrative rules and regulations.

Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from these requirements.

3 Visitors in the classroom

Visitors such as consultants and volunteer parents in the classroom are a great asset in helping teachers to offer a much broader and differentiated curriculum. They can make the most exciting and rewarding of activities which teachers wish to promote actually possible.

Visitors Policy

It is important that all volunteer parents working with regularly with children are given enhanced CRB clearance and are included on the Single Central Record. The checks should be reviewed every three years.

It is important that parent volunteers are given clear guidelines on their behaviour and conduct in school. The guidelines set out in Appendix One should be given to all parent volunteers working in school.

Having volunteer helpers in school is not a one way route. It is hoped that not only will volunteers gain a real insight into the work of the school and how education works, but also that they will thoroughly enjoy the experience. Perhaps their work in school may open doors for them.

Confidentiality

Sometimes visitors support the work of children in school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

Disability (Discrimination Act 2005 and Education Act 1996)

Disabled visitors are welcomed at Burtonwood Primary School. We have an Accessibility Plan which outlines needs for the future and planned works to enable inclusion. The school will make reasonable adjustments where appropriate to ensure disabled parents can volunteer to help in school. The school will not tolerate any discrimination against and harassment of adults with disabilities.

4 Special Circumstances

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contact. In the event that a noncustodial parent seeks permission to visit, the school shall make a good effort to notify the custodial parent in advance of the visit.

The Head Teacher has the authority to exclude from the school premises any visitor who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

5 Monitoring and review

This policy is monitored on a regular basis by the headteacher, who reports to governors about the effectiveness of the policy on request.

Signed:

Date: