



Roskear Primary and Nursery School

Visitor Policy

Accepted by Governors	Dec 2017
Review Date	Dec 2020

The school encourages parents and other citizens to visit Roskear Primary and Nursery School and believes that there are many potential benefits which can result from increased interaction with the public.

At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the school's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school operates, the challenges facing the school, and an increased sense of collaboration and cooperation between the community and the school.

Limitations may be placed on visitors to avoid disruption to school operations and to safeguard pupils. The Head Teacher has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the head teacher considers the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the students.

Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

Usual Visitors

- Parents/Carers of pupils in school and those interested in admitting pupils.
- Adults seeking employment in school
- Teachers/student from other educational establishments on experience visits
- Tutors of Students on placement
- Students on placement
- Officers of the LA
- Contractors
- Professional Agencies
- Governors

Reasons for Visits

- Invited for a tour of the school
- Invited to visit a specific lesson
- Taking a specific lesson
- Attending a specific meeting
- Attending a public event

- Taking lunch with pupils
- Working with specific pupils
- Working on site
- Visiting Staff

General Requirement for Visitors to the 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. 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 obtaining authorisation. All visitors shall be requested to show photographic identification and 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 authorisation from the Head of School or another member of SLT in advance. At the discretion of the Head, 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.

We do not allow any visitors into our school who we deem to be involved in any extreme political or religious organisation. If we think there is a chance that the visitors may be trying to radicalise or overly influence the children then they will be escorted from the premises and will not be permitted back in. We take British Values and the rule of law very seriously and we expect our visitors to act in accordance with these values.

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 including those relating to safeguarding pupils and the school's duty to prevent extremism and radicalisation (see policies section of website).

Lettings

We are proud and privileged to be able to share our building and resources out to the local community. We actively encourage our children to partake in these extra curricula activities – especially if they are of a sporting or educational nature. If a community organisation wishes to arrange a letting of the school contact should be made with the school office and an application form completed, appropriate checks will be made before agreeing the contract. Usage will be monitored and in the event of any behaviour not in-keeping with the Safeguarding or Tackling Extremism and Radicalisation Policies, the school could contact the police and terminate the contract.

Exceptions to Visitor Requirements

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 organised and school approved activities during off-school hours are exempt from requirements above.

Visitors to Classrooms and other Teaching Areas

Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of Head of School. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:

- Remaining in a designated place or seat
- Refraining from speaking to students while the class or activity is in session
- Refraining from entering or the leaving the areas while an activity is underway
- Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building
- Requiring that the visitor be chaperoned
- Limiting the duration of the visit to particular times or length of time
- Limiting the activities of the visitor to a particular purpose(s)
- Designated particular routes of travel in the building or upon the school grounds

Special Situations

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 non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.

The Head of School has the authority to exclude from the school premises any person 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.

No student who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission from the Head Teacher.

DBS Checks

All volunteer helpers and any individual employed on a short term basis to work with pupils must, like all staff and Governors have a valid CRB check. These are reviewed every three years.

Visitors, who are in school for a "one of" visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a CRB check, but must be chaperoned. Staff from agencies including charities coming to school to work must have a CRB check.