



Visitors' Policy

Reviewed January 2016

Amended January 2015

Signed: Rebecca Bland

Introduction

King's School encourages parents and other visitors to visit the 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 safety and well-being.

Visitors in School

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

All school visitors must comply at all times with the School's policies, administrative rules and regulations.

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, for example while standardised testing or other assessments are being conducted.

Parents or visitors who have been invited to visit the 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.

Vehicular access to the School grounds is prohibited at the following times; 0815-0900 hours, and 1515-1545 hours.

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.

It is important that all volunteer parents working regularly with children are given enhanced DBS 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.

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 King's 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 or harassment of adults with disabilities.

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 non-custodial 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 programme. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Unknown/Uninvited Visitors to the School

- Any visitor to the school site, not wearing an identity badge should be challenged politely to enquire who they are and their business at the school.
- They should then be escorted to reception to sign the visitors' book and be issued with an identity badge.
- In the event that the visitor refuses to comply, they will be asked to leave the site immediately and the headteacher or deputy headteacher should be informed promptly.
- The headteacher/deputy headteacher will 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 failure to do so will result in the police being called.
- The headteacher/deputy headteacher will decide what, if any, further action should be taken.

Monitoring and review

This policy is monitored on a regular basis by the Head Teacher.

Guidelines to Staff for External Visitors

Parents Meeting Staff

- Sign in at main reception and given pass with lanyard
- Collected and supervised by a member of staff
- Returned to reception by member of staff at end of meeting to sign out and return pass

Contractors

- Sign in at reception and given pass with lanyard
- To be collected and if not DBS cleared, supervised by site management
- To be returned to reception by site management, signed out, and pass returned.

Other Visitors/People on Site that are not covered by above

- Staff to complete a risk assessment at least 1 week before the proposed visit
- Headteacher will assess risk and decide requirements
- Copy of completed risk assessment outlining requirements to be returned to member of staff and copy to reception.

Red visitor badges and lanyards to be given to visitors that do not have satisfactory DBS checks.

Green visitor badges and lanyards will be given to visitors with satisfactory DBS checks.

Red contractor badges and lanyards to be given to contractors that do not have satisfactory DBS checks.

Green contractor lanyards will be given to visitors with satisfactory DBS checks.

Blue badges and lanyards will be issued by the Registrar to any work experience/student teachers for the duration of their placement at the school.