



## **Gulval School Visitor Policy**

July 2015

## Policy Review Audit

Date Policy Adopted:	Monday 20 <sup>th</sup> July 2015
Authorised by:	Chair of Governors
Review Cycle:	Every 2 years
Date of Next Review:	July 2017

Policy Review Dates:	Actual Review Date:	Reviewed by:	Date Approved by the Trust

Policy Review Dates:	Reviewer	Signature of Reviewer

Signature of the Trust Board:

## Contents

1.	<b>Mission Statement .....</b>	<b>3</b>
----	--------------------------------	----------

2.	Context.....	3
3.	Aims .....	3
4.	Safeguarding Statement.....	3
5.	Signing in Procedures.....	4
6.	Visitors.....	4
7.	General Visitors .....	5
8.	Trust Employees (For Example BSSL, TKN) .....	5
9.	Any Performing Arts Group Contracted for a Performance.....	5
10.	Any Representative of a Commercial Organisation or a Charity .....	6
11.	Contractors.....	6
12.	Delivery/Courier Personnel .....	6
13.	Confidentiality .....	6
14.	Emergency Evacuation.....	6
15.	Appendix.....	7



## 1. Mission Statement

Adventure Learning Academy Trust (ALAT) brings a new energy and approach to providing the best education for our pupils. Through proven practices, ALAT will transform the learning of pupils, raise standards and provide the highest quality learning environments, enabling pupils and teaching staff to thrive and be the best. ALAT's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

ALAT's values:

<b>Learn</b>	<b>Grow</b>	<b>Prosper</b>
Provide the best education for every pupil.	Grow our pupils' futures.	Lead the way in education.
Ensure the highest quality teaching and learning.	Develop the best teaching staff.	Realise the opportunities.
Work with the family, parent or carer.	Provide the best learning environment and supporting technology.	Be connected to the community.

## 2. Context

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

## 3. Aims

This Visitor Policy aims to ensure;

- The safety and security of all pupils and staff.
- The safety and security of all visitors.
- The enhancement and enrichment of the on-going curriculum through specialist expertise.
- That effective partnerships are developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

## 4. Safeguarding Statement

To be read in conjunction with the School Safeguarding Policy. The health, safety and wellbeing of our children and staff is of the utmost importance to the school. The full co-operation and support of all staff is expected in implementing our Visitors Policy & procedures.

- 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 Principal before any agreement is made.

- Speakers at assemblies, School Council or Rota Kids meetings etc. need to be cleared through the Principal.

All visitors to school will be welcomed in a cordial confidential, efficient and purposeful manner. They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the Headteacher, or a member of the management team will be informed. The latter person may then contact the authorities, if he/she deems this necessary.

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 Disclosure Barring Service (DBS) check.

Visitors who are in school for a “one off” visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a DBS check, but must be accompanied throughout the visit. Staff from agencies including charities coming to school to work with children must have completed a DBS check. Where appropriate a ‘Letter of Assurance’ will remain on file. Where appropriate staff from other agencies may be permitted to work alone with children, this would typically include Social Services and NHS staff.

## 5. Signing in Procedures

To ensure the school meets Safeguarding, OFSTED, school Health & Safety and Security Policy requirements, it is essential that our procedures for signing in and out of the school are followed by ALL visitors.

### **Exemption 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.

## 6. Visitors

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.

### **General Procedures**

- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear a visitor’s badge.
- Visits may be prohibited at certain times e.g. while standardised testing or other assessments are being conducted

- All visitors must be made aware of emergency procedures by the member of staff supervising their visit.
- All school visitors must comply at all times with the School's policies, administrative rules and regulations.
- Any visitors on site who are not recognised, or who are not appropriately "badged" should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not "badged".

## 7. General Visitors

**NB: General Visitors can include parent helpers, volunteers, governors, Cornwall Council personnel, work experience placements and students.**

- Visitors will be welcomed at Reception, asked to sign in and then issued with a Visitors Pass.
- Basic Health & Safety information is given, this includes what to do in the instance of a fire.
- If a member of staff is expecting a visitor it is best practice to give the school secretary as much advance notice of the visit as possible, so that there is someone in the main office waiting to greet the visitor.
- Where possible visitors will be escorted whilst on the school premises.
- Wherever possible it is expected that the relevant member of staff will collect the visitor. However, if required, the school secretary or a helper, will escort the visitor to the relevant member of staff.
- When a visitor is ready to leave, it is best practice for the member of staff to escort the visitor back to the main office, where the signing out process can be completed.

## 8. Trust Employees (For Example BSSL, TKN)

Any visitor employed by the Academy Trust will be required to sign in using the Blue Support log book and must wear and show their identification. If a visitor does not have ID then they **MUST** sign in using the schools sign in book, they will then be issued with a school visitor badge.

## 9. Any Performing Arts Group Contracted for a Performance

The same General Visitors procedures are to be followed for all performing artists. Safe Working Procedures checklist (see Appendix 1) must be followed by all staff. The school must ensure that the company has public liability insurance to a value of at least £5 million. At least one teacher must be present throughout the performance.

## 10. Any Representative of a Commercial Organisation or a Charity

The same General Visitors procedures are to be followed for all commercial or charity representatives. If a representative is visiting the Headteacher or a member of staff, they are covered for insurance purposes as any other visitor. If the representative is carrying out a demonstration of some sort the school must check to ensure that their organisation has public liability insurance.

Safe Working Procedures Visitor Checklist (see Appendix 1) must be followed by all staff.

## 11. Contractors

All contractors visiting the premises to undertake works, will be signed in and then issued with a Visitors Pass. The contractor will review and sign the Asbestos Register. Wherever possible they will be escorted to the appropriate area by the secretary or another member of staff.

A Visitors Checklist (see Appendix 1) must be completed.

## 12. Delivery/Courier Personnel

If appropriate, deliveries will be restricted to the main reception area and office. However, if deliveries are being made further into the school building, the delivery personnel involved, will have to sign and follow the same procedures as contractors.

## 13. 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.

## 14. Emergency Evacuation

Please refer to documented Evacuation Procedures in all rooms for further details including specific evacuation points.

### **EVACUATION PROCEDURE ON HEARING THE FIRE ALARM:**

- Leave the building PROMPTLY. Do not wait to be told and do not collect personal belongings
- Close doors and windows behind you if time permits and only where you can
- Observe any specific instructions about isolating equipment or services

- Use your nearest fire exit (look for green 'running man' signs)
- If you find smoke blocking your route then find an alternative route
- DO NOT block fire exits
- Move away from the building and keep entrances clear for the fire brigade
- Once out of the building proceed to the fire assembly point and listen to the instructions given by the fire warden, who is responsible for your safety and liaising with the fire brigade
- DO NOT go back in to the building until you are specifically told to do so by the fire warden or the attending fire brigade officer in charge

**NOTE: Silencing the alarm is not a signal to re-enter the building**

## 15. Appendix

### **Safe Working Procedures Checklist for staff organising visits from external agencies**

1. Ensure the visitor/external agency complements the school's planned programme or scheme of work.
2. Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
3. Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.
4. Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
5. Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).
6. Provide access to relevant school policies, e.g. SRE, Drugs, Confidentiality and risk assessments.
7. Inform relevant people of presence and remit of visitor: e.g. School Reception, Headteacher.

8. Inform students in advance of the activity.
9. Provide visitor with named contact.
10. Organise, meet and greet arrangements and classroom/assembly lay out.
11. Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
12. Ensure activity meets Health and Safety guidelines.
13. Visitor/external agency thanked for their contribution and where applicable fees paid.
14. Students given time to reflect on what they have learned.
15. Pupils, teacher and visitor carry out and record agreed evaluation method of session.





CMA House - 2nd Floor - Newham Road - Truro - TR1 2SU

T 01872 858 161 E [enquiries@alat.org.uk](mailto:enquiries@alat.org.uk)

[www.alat.org.uk](http://www.alat.org.uk)