JANUARY 2018

External Visitors Policy

Swansfield Park Primary School

POLICY

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Rationale

At Swansfield Park Primary School we recognise the necessity and valuable contribution external visitors can make to our school. There are five main types of visitors:

1. Maintenance staff who need to perform maintenance checks or work on the school building eg. joiners, operational services, health and safety inspectors.
2. Educational officials, who may inspect, advise or observe members of staff eg. OFSTED inspectors, teacher training tutors and visiting teachers.
3. Health or SEND support professionals who may work with children or members of staff eg. speech therapists, educational psychologists, social workers.
4. A person invited in to share personal experience with the staff and children in order to enhance the curriculum eg. school nurse, war veteran, clergy leaders.
5. Parents who are providing classroom support, accompanying children on educational visits or representing the Friends of Swansfield Park.

Aims

To provide clear systems and advice which will enable visitors to improve our environment, enhance our curriculum or provide expert advice but in a way which will ensure the rights and safety of the children and staff are paramount.

Objectives

1. To include work on “stranger danger” in the PSHE curriculum so that the children begin to recognise “safe” strangers as well as vulnerable situations.
2. To keep the outside doors closed after registration so that visitors can be monitored closely therefore access can only be gained through the main entrance.
3. To have a book in the office for visitors to sign themselves in and out in order to track their movements. Adhesive badges will also be available for those visitors who do not have their own organisational identity badge so that children will recognise that the visitor is a “safe stranger”. The children will be reminded about this at regular intervals.
4. To ensure maintenance workers have supervised or no contact with the children.
5. To ensure that visitors who come to talk to or work with the children are always supervised by a member of staff, even if their position is one of authority eg. doctors, nurses, and sports coaches. The classteacher still has full responsibility for the pupils during the visit. However, a team teaching approach may be beneficial if several members of staff are involved. Visits should enhance the curriculum not replace teacher-led lessons.
6. To provide advice to visitors who work in school about our confidentiality and child protection policies to ensure the children’s privacy is maintained and yet the correct procedures are followed if a disclosure is made.

Guidance

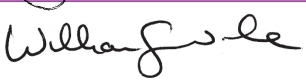
- Some visitors, especially members of the public asked to support a curriculum area may have little experience of working with young children. Therefore, some liaison and advice from the class teacher prior to the visit and intervention if behaviour problems arise may enhance the quality of the in put.
- Wherever possible, visitors should try not to work with individuals. There are some exceptional circumstances to this where flexibility may be needed eg. for hearing tests or psychological assessments.
- All parent helpers or members of staff will have DBS clearance before they are permitted to work with the children.
- School guidance for visitors will be made available upon arrival in school.
- Visitors are reminded by posters in the entrance area that all forms of abuse are not tolerated and a violent incident reporting procedure has been adopted.

Monitoring and Evaluation

This policy will be reviewed annually in the autumn term.

This policy has been formally adopted by the governing body.

VERSION HISTORY		
VERSION	DATE	DESCRIPTION
Initially adopted	27 May 2016	Adapted into Swansfield Park Primary School
Monitored	August 2017	

APPROVAL AND AUTHORISATION				
	NAME	JOB TITLE	SIGNATURE	DATE
Approved by	Jenny Smith	Headteacher		15 January 2018
Approved by	Bill Grisdale	Governor		15 January 2018

DATE OF NEXT REVIEW	Spring 2020