

TOPCLIFFE CE PRIMARY SCHOOL

VISITORS IN SCHOOL POLICY

LEARNING FUN INSPIRATION

Our school is committed to providing a safe, healthy, cheerful and respectful Learning Environment.

We stimulate, inspire and challenge pupils to achieve their full potential.

Context

- Topcliffe CE Primary School welcomes visitors from the local community and from a variety of outside agencies to enrich learning and wellbeing through their experience and expertise.
- Parents, teachers from partner schools, governors, ex students and church representatives make visits for meetings and volunteer assistance.
- We offer work experience for young adults in training as well as others wishing to have a work experience of school life.
- A variety of delivery staff, maintenance engineers and contractors carry out work on the school site.

Rationale

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

Procedure

- All volunteer helpers must undergo a DBS (Disclosure & Barring Service) check in order to ensure that the children are protected. (Exceptions can be made, after consulting the headteacher, for those who visit the school for a short period only and are supervised by a member of staff at all times).
- All visitors (including contractors) who are not DBS checked, must be accompanied at all times by a member of staff.
- All visitors must present their ID on arrival which must be recorded in the Visitor's Book.
- All volunteer helpers' details of checks are kept on the school's SCR (Single Central Record).

- All visitors must report to school reception to sign in. Whenever possible, in event of fire alarm sounding, the administrator should take the visitor book out with other attendance documents.
- All visitors moving around the school site must wear a visitor's badge. Pupils must be made aware of strangers wearing badges are legitimate visitors.
- All visitors must be made aware of emergency procedures by the member of staff supervising their visit.