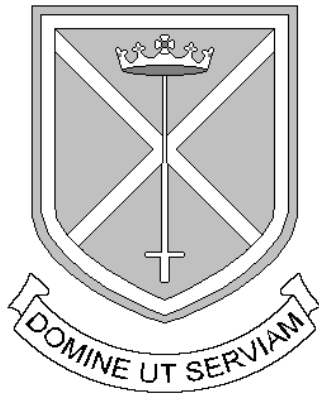


St Alban's Catholic High School

Visitors Policy



May 2009

St Alban's Catholic High School Visitors Policy

Introduction and General

The School has a duty to keep its citizens safe and in order to do this there must be a protocol to follow when visitors are:-

- Invited to the School
- On the premises
- Leave the premises
- Phone the School

Visitors may come to the School for a variety of reasons – for example

- As a parent visiting a teacher or other school staff
- To take a club or activity
- To speak to a class or assembly group
- As a contract worker

For whatever reason a visitor comes to the School, procedures will need to be in place and parameters clear to all. Therefore this policy also relates to unwanted visitors - such as people who may turn up or phone the School on an 'ad hoc' basis demanding to see or speak to people.

Visitor Procedures for pre-arranged visits

All visitors' names and the reason for their visit must be noted in the 'School Visitors Book' in reception. The visitor will be given a badge which they must wear at all times whilst on the premises. The badge is to be returned just prior to departure. If the Visitor has arrived by a vehicle which is parked on the School grounds then the number plate must be given in at reception on arrival. The time of arrival and departure of the visitor should be noted in the Visitors Book. If the office staff have gone home then the teacher organising the visit should note the time of arrival/departure down. The visitor's badge displays the following information:

- Your safety and well being during your visit are important to us.
- As a visitor you have a legal responsibility to care for the Health and Safety of yourself and others
- The fire alarm is a continuous siren. If this should sound, leave the building by the nearest exit and proceed to the School Field.
- Should you discover a fire, operate the nearest alarm, and follow the exit procedure above
- Visitors are not permitted in classrooms unless escorted by a member of staff.
- The School operates a no smoking policy.

If a fire alarm does sound then the visitor should report to the office staff on the School field, who will be wearing high visibility jackets.

Visitors to Classes/After School Clubs

St Alban's High school recognises that visitors in the classroom are valued for their different perspective and expertise. However, staff must be vigilant in assessing the background of individuals before committing the school to any involvement. Visitors must have had a police check if they are to engage with pupils in a lesson-type activity.

The staff member should consider how the visitor can add value in developing and supporting young peoples' education. It is important that all parties are clear about the purpose of the visit to prevent misunderstandings. The visitor's aims and values should reflect those of the whole school and the

department that they are visiting. The visitor should outline the content of the material prior to the visit. All staff should check with their HOD before inviting visitors into the School. Some subjects have specific guidelines which must be followed-this is particularly so with regards to SRE. (See list of policies below).

Visitors offering counselling/support to pupils should be vetted, work within the school policies, and follow the Child Protection Act 1999. The agencies should provide copies of their own guidance and procedures where relevant. Consultation with parents is also a consideration as well as keeping them informed of visits. There may be incidences where parents might like their child to be withdrawn.

Negotiating a visit

When negotiating a visit with the School the visitor should be made aware of the following points:

- How the visitors input will fit into the planned curriculum/framework (i.e. medium and long term plans)
- The Schools Mission statement
- How the work relates to the relevant policies, including acceptable /unacceptable language
- Whether there are clear guidelines relating to the approach of sensitive issues such as sensitivity, confidentiality and Child Protection
- The type of audience, outlining how the needs of all young people in terms of their age, gender, disabilities, ethnicity and religious beliefs will be met
- How the skills and teaching approaches will be used in order to meet the learning objectives and needs of young people
- The size/number of groups to be involved, range of ability and existing knowledge
- What space is required by the visitor e.g. classroom, workshop and equipment ready in advance
- How many sessions will be needed
- What type of space will be required for the session/s. e.g. classroom or workshop
- What the teacher/s role/s will be? E.g. observation, participation, joint representation, monitoring and evaluating input (*please note that the teacher is responsible for the behaviour and discipline of the young people in their classroom*)
- Procedure if support is required (behaviour/technical)
- That the teacher will take responsibility for the overall delivery of the programme to which the visitor contributes and is present at all times
- That you have ensured that your input and any issues arising will be subsequently addressed?
- How will your input be monitored and evaluated and how will you receive feedback?
- Written confirmation of what has been agreed with copies of relevant policies should be forwarded to the visitor prior to the agreed date of visit
- Charges incurred if relevant

Phone Calls made to School by intending visitors

Reception should take the name and number of visitors/agencies phoning the School and place a note in the staff member's tray. It is to be made clear to callers that staff will phone back at a time convenient to them. If staff are expecting a phone call and wish to speak to someone then staff should let reception know.

Contractors

Contractors include people engaged to perform work who are not directly employed by the school. In many instances work processes will be carried out near classrooms, playgrounds or other areas occupied by students or staff while the school is in operation.

It is important that good lines of communication between the school and contractor are established *before* work commences to ensure that health and safety issues and supervision are appropriately managed.

Appropriate supervision is deemed to be where the work is either in an area which is constantly supervised or within eye sight of a member of the school's workforce, or where the work being carried out is physically cut off from the children by means of closed doors, fencing or gates. There should be no opportunity for children/young people to engage in conversation with a Contractor without being observed by another member of staff.

If the school is concerned with inappropriate activities being undertaken these should be raised immediately with the Contractor and the school's Safeguarding Officer, Mrs Cilla Gilson

It is recommended that the School Site Manager confirms receipt and understanding of the School's Safeguarding policy from the Contractor. It will be the responsibility of the School Site Manager to ensure, in respect of contractors coming onto the school site, that he/she carefully monitors their activity to ensure that the policy is strictly adhered to.

In all cases the Contractor should ensure that each employee has individually confirmed in writing that he/she has read and understood the School's Safeguarding policy by signing and dating a copy before visiting the school. A copy of the confirmation should be kept by the Contractor with the employee's records. Additional copies of the Safeguarding policy can be made available. 'we' make it the responsibility of the School Site Manager to ensure in respect of contractors coming onto the school site that he carefully monitors their activity to ensure that the policy is strictly adhered to.

The Contractor should also ensure that each employee has identification including the company name, the employees name and Contractor's signature to be carried at all times on the school site. Where possible this should include photographic identification.

Typical issues that will need to be discussed with contractors prior to work starting include:

- How will the work affect school activities e.g. use of heavy machinery on site, noise, dust?
- Contractors will need to sign the asbestos log before work commences
- Safety arrangements the contractor will have in place.
- Vehicle & equipment movement in the school grounds.
- Timing of certain activities e.g. can it be done when students have left the grounds.
- Areas of the school that will be affected e.g. appropriate barricading of work areas.
- Maintenance of essential utility services (water, sewerage, electricity, telephone contact etc).
- Managing excessive noise, dust or fumes.
- Protocols for communicating between the school and contractor e.g. regular meetings.
- Hand-over process at the completion of the work.

Uninvited Visitors to School

If an intruder comes onto the premises then the office staff should be alerted immediately. The caretaker and a member of SLT should be contacted and they will identify and assess the risks. The intruder will be questioned and escorted off the premises. The school will establish and maintain close liaison with the local

police. Procedures are in place to enable the police to be called and to respond promptly when incidents occur. The school will work with the Police to confirm the circumstances in which they will pursue a prosecution against an assailant.

If a visitor turns up to talk to a member of staff without an appointment then they should usually be sent away having been told to make an appointment. If in doubt contact the Key Stage Co-ordinator or Student Support Manager. The visitor may leave appointment times with the office staff that will pass these times onto relevant staff member.

Visitors who display inappropriate behaviour

The office should be alerted and the visitor should be escorted immediately to reception where help should be sought from a member of the SLT. If necessary the police should be called. The incident should be recorded and given to SLT.

What is available?

Find out what local support is available. Has the organisation been 'quality assured' by the LEA, Drug and Alcohol Action Team, Healthy Schools Programme etc?

Links to other policies

- Equal Opportunities and Race
- Healthy Schools
- Sex and Relationships Education
- Drug Education
- Careers Education
- Guidance and Support
- Child Protection
- Behaviour and Anti Bullying
- Home School Agreement
- Attendance
- SEN
- Teaching and Learning
- Violent, Threatening Behaviour and Abuse