



## Our Vision

We look towards the parable of the Good Samaritan as our guide. We aspire for our school to be a place where all children are valued, where they feel safe, are happy and learn well. We want our school to have a warm, friendly atmosphere, which supports families, builds relationships and sets children up for a life of learning. We want our Christian values to guide our pupils along the right path and help them to achieve fulfilling and happy lives.

**'Love your neighbour as yourself' - Parable of the Good Samaritan Luke 10:25-37**

# Visitors to School Policy

Date of Policy: January 2024

Date of next review: January 2025

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# Visitors to School Policy

## **Aim**

At St Oswald's, we aim to provide a caring environment where every child can thrive and is supported to achieve their unique potential. As such, this means that all visitors to our school are welcomed and received appropriately in order to ensure the safety and well-being of our pupils and staff as well as themselves.

## **The Receipt of Visitors**

No staff or pupil should let any unauthorised person into school without following the following procedure.

All visitors to the school must enter through the main entrance and will be granted access only after giving their name, the name of the organisation/agency they work for, the purpose of their visit, and the name of the person/s they have an appointment to see.

Upon entering the school visitors must:

- Report to the school reception and produce identification;
- Sign in using the InVentry system;
- Be given a visitor pass to be worn for visibility and identification.
- Be made aware of designated fire exits and procedure in the event of a fire;
- If working in school (paid or voluntary), be issued with information and guidance on Safeguarding, Health and Safety, Confidentiality and Code of Conduct.

At the end of the visit, the visitor must:

- Report to reception
- Sign out using the InVentry system

Where possible the school office/reception staff should be informed of the expected arrival of visitors and should be provided with their names and expected time of arrival.

All visitors and volunteers working at St Oswald's must have an up to date DBS check which can be produced prior to the visit. Where visitors do not have, or are unable to provide evidence of a DBS check, they must be accompanied by a member of school staff at all times.

If the visitor is working in a freelance or self-employed capacity, a previous employers reference may be sought.

Visitors should be advised that photography is not allowed and the use of mobile phones should be restricted to use in areas where there are no children.

## **Arrival of Pupils into School and Home Time**

The classroom external doors will be unlocked only between the following times for pupils to arrive and leave the school premises:

Nursery Class:	8:45-8:50am, 12:00-12:05pm, 3:30-3:35pm
Reception Class, KS1 and KS2 :	8:55 –9:00am and 3.30-3:35pm

Late arrivals must enter by the main front entrance and report to office staff.

### **Visitors who Work Directly with Pupils**

Use of visitors and external agencies should always be done as part of an integrated learning programme. Visitors to the school should not act as a substitute member of staff, but enhance the overall educational experience of our children. The input from visitors must add rather than detract, must educate rather than sensationalise or create propaganda, and must add a dimension which the member of staff alone cannot deliver.

In order to make the session run as smoothly as possible, the member of staff should consider the following:

- Who will greet the visitor and show them to the correct location?
- The member of school staff should be present at all times and is responsible for the lesson including safety, discipline and behaviour of the pupils;
- The member of staff may need to assist the visitor in a variety of ways and this should be agreed with the visitor beforehand, e.g. asking appropriate questions, organising the pupils into groups etc.
- The organisation of the room should be decided beforehand and making sure that the necessary equipment is available;
- The visitor will be thanked and directed to the appropriate exit;
- Pupils views will be included in the evaluation of the session.

Although the main focus of the lesson will be based upon the input of the visitor, the member of school staff remains responsible for the lesson and the learning which results.

When working with external agencies the following information will be collected :

- The name of the agency;
- Address of agency;
- Contact person;
- Telephone number/e-mail;
- Cost of input;
- Reason for using the agency;
- What added value will their use bring to St Oswald's;
- How do we know that this agency is of good quality input, e.g used before, national or local accountability?
- Has a police check being conducted?

The following will be considered:

- How the input fits into the programme of study?
- The learning objectives for this input;
- Confidentiality issues in line with the school policy;
- The role of the member of staff;
- How the input will be evaluated?

**Practical Issues**

- What resources/equipment will be needed, and who will be responsible for this?
- How long will the input last?
- Will the group need to be split? How will this work considering that a staff member must be present at all times
- Location and layout.