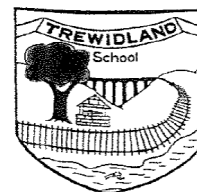


# TREWIDLAND SCHOOL



## VISITORS TO SCHOOL POLICY

### 1. INTRODUCTION

The School encourages parents and other citizens to visit Trewidland Primary School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the School has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the school's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school operates and the challenges facing the school, and an increased sense of collaboration and cooperation between the community and the school. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. The Headteacher has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the Headteacher considers the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

### 2. USUAL VISITORS

- Parents/Carers of pupils in school and those interested in admitting pupils
- Adults seeking employment in the school
- Teachers/students from other educational establishments on experience visits
- Tutors of Students on placement
- Students on placement
- Officers of the LA
- Contractors
- Professional Agencies
- Governors
- SMART employees
- Supply teachers

### 3. REASONS FOR VISITS

- Invited for a tour of the school
- Invited to visit a specific lesson
- Taking a specific lesson
- Attending a specific meeting
- Attending a public event
- Working with specific pupils
- Working on site

### 4. GENERAL REQUIREMENTS FOR VISITORS TO SCHOOL

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building. All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed indicating that all visitors are required to

register with the school office and obtain authorisation. All visitors shall be requested to wear an appropriate form of identification when on school premises. Lanyards are available for those who do not have clear identification of their own. Whenever possible, visitors should obtain authorisation from the Headteacher in advance. At the discretion of the Headteacher, such prior authorisation may be required. All school visitors must comply at all times with the School's policies, administrative rules and regulations. All visitors are made aware of the emergency evacuation procedure and muster point upon their arrival at school.

## **5. EXCEPTIONS TO VISITOR REQUIREMENTS**

Parent 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 activities during off-school hours are exempt from requirements in points 1-5 above.

## **6. VISITORS TO CLASSROOM AND OTHER INSTRUCTIONAL AREAS**

Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the Headteacher or as otherwise deemed necessary by the Headteacher. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:

- Remaining in a designated place or seat
- Refraining from speaking to students while the class or activity is in session
- Refraining from entering or leaving the area while an activity is underway
- Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building
- Requiring that the visitor be chaperoned
- Limiting the duration of the visit to particular times or length of time
- Limiting the activities of the visitor to a particular purpose(s)
- Designating particular routes of travel in the building or upon the school grounds

Visitors wishing to conference with teachers during the course of the school day are encouraged to make arrangements in advance. The best time for parents to see teachers is the end of the school day.

## **7. SPECIAL SITUATIONS**

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contract. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit

The Headteacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

## **8. DBS CHECKS**

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 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 chaperoned at all times.

**Updated: June 2023**

**Due for renewal: June 2024**