

# **St. Anne Line Catholic Junior School**



## **Visitors in School Policy**

**Reviewed : November 2017**

# ST. ANNE LINE CATHOLIC JUNIOR SCHOOL



**Wickhay,  
Basildon  
Essex.  
SS15 5AF**

## **Visitors in School Policy**

Date of Policy:	November 2017
Date last review adopted by Governing Body:	October 2015
Date of next review:	November 2020

**With Jesus, through the St Anne Line Way,  
We Love, We Learn, We Share, We Pray.**

**Together, we grow Our School each day**

### **Context**

St. Anne Line Catholic Junior School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

### **Inclusion Statement**

- St. Anne Line Catholic Junior School is committed to creating a school in which the teaching and learning, achievements, attitudes and well being of every member of the school matter.
- We seek to create opportunities for all children to achieve their very best in terms of academic attainments and personal attainments. We aim to make the curriculum accessible to all in a stimulating learning environment in which success is celebrated in all areas. We strive to make everyone feel welcome. We endeavor to work with parents and members of the community to create a supportive environment for learning.
- Parents, teachers from partner schools and ex students make visits for meetings and volunteer work.
- The School supports of Parent (and other adults) wishing to work as volunteers in School. There are two main ways of helping: -
  - a) Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.

b) Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time.

- We offer work experience for young adults in training as well as young people wishing to have a work experience of school life.
- A variety of delivery staff, maintenance engineers and contractors carry out routine 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.

### **General Procedures**

- All volunteer helpers must undergo a DBS police 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 volunteer helpers' police checks are kept in a file in the Finance Manager's office.
- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear a visitor's badge.
- All visitors must be made aware of emergency procedures by the member of staff supervising their visit.
- All visitors must be aware of the Safeguarding/Child Protection policy and made aware of who the designated officers are.
- If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the Headteacher or SLT before any agreement is made.
- Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Headteacher or SLT.
- Any visitors on site who are not recognised, or who are not appropriately "badged" should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not "badged".

## **Specific Guidance/Checklist for members of staff organising visits from external agencies:**

- Ensure the visitor/external agency complements the school's planned programme or scheme of work.
- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).
- Provide access to relevant school policies, e.g. SRE, Drugs, Confidentiality and risk assessments.
- Inform relevant people of presence and remit of visitor: e.g. School Reception, Headteacher or SLT.
- Inform students in advance of the activity.
- Provide visitor with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Students given time to reflect on what they have learned.
- Students, teacher and visitor carry out and record agreed evaluation method of session.

Saint Anne Line Catholic Junior School is a level one Rights' Respecting school. At the heart of our school is the Convention for the Rights of the Child (CRC). This is evident in our planning, policies, practice and ethos.

- **Standard A: Rights-respecting values underpin leadership and management**  
The best interests of Saint Anne Line pupils are a top priority in all actions. The values and principles of the CRC at the heart of this policy.
- **Standard B: The whole school community learns about the CRC**  
The Convention is made known to children and adults. They use this shared understanding to work for global justice and sustainable living.

- **Standard C: The school has a rights-respecting ethos**

Children and adults collaborate to develop and maintain a rights-respecting school community, based on the CRC, in all areas and in all aspects of school life.

- **Standard D: Children are empowered to become active citizens and learners**

Every child has the right to say what they think in all matters affecting them and to have their views taken seriously. Saint Anne Line pupils develop the confidence, through their experience of an inclusive rights-respecting school community, to play an active role in their own learning and to speak and act for the rights of all to be respected locally and globally.