****

**VISITORS To St Patrick’s Policy - October 2021**

St Patrick’s welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

**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 St Patrick’s community.

Safeguarding Statement To be read in conjunction with the St Patrick’s Safeguarding & Child Protection Policy.

The health, safety and wellbeing of our children and staff is of the utmost importance to the school.

The full co-operation and support of all staff is expected in implementing our Visitors Policy & procedures.

If a member of staff is contacted by an outside agency or any individual requesting permission to visit sessions, observe teaching etc permission must be obtained from the head of centre before any agreement is made.

Speakers and fitness coaches etc., need to be cleared through the head of centre.

All visitors to school will be welcomed in a cordial confidential, efficient and purposeful manner.

They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the head of centre, or a member of the senior team will be informed.

The latter person may then contact the authorities, or base schools if he/she deems this necessary.

All volunteer helpers and any individual employed on a short-term basis to work with pupils must, like all staff, have a valid Disclosure Barring Service (DBS) check.

Visitors, who are in school for a “one off” visit, perhaps to talk to a group, observe a lesson or tour the school do not require a DBS check, but must be accompanied throughout the duration of the visit.

Staff from agencies including charities coming to school to work with children must have completed a DBS check.

Where appropriate a ‘Letter of Assurance’ will remain on file. Where appropriate from other agencies may be permitted to work alone with children; this would typically include Social Services and NHS staff. All badges MUST be seen.

**Signing in Procedures**

To ensure the provision meets Safeguarding, OFSTED, school Health & Safety and Security Policy requirements, it is essential that our procedures for signing in and out of the school are followed by ALL visitors.

Exemption to Visitor Requirements: Parents 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 approved activities during off-school hours are exempt from requirements.

Visitors A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a student currently enrolled in that building.

General Procedures

• All visitors must report to reception to sign in.

• All visitors moving around the site must be accompanied.

• All visitors MUST be told how to evacuate the building in the event of a fire or other unprecedented evacuation.

• Visits may be prohibited at certain times e.g., while standardised testing or other assessments are being conducted.

• All visitors must be made aware of the provision’s emergency procedures by the member of staff supervising their visit.

• All visitors must comply at all times with the provision’s policies, administrative rules and regulations.

• 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” or accompanied.

**General Visitors**

**(Parent helpers, volunteers, governors, LA or LDBS personnel, work experience placements, student placements)**

Visitors will be welcomed at Reception, asked to sign in and then issued with a Visitors Pass/badge if they do not maintain their own badge.

All visitors are given the fire evacuation procedure information and key staff are identified e.g., Designated and Deputy Safeguarding Leader.

If a member of staff is expecting a visitor, it is best practice to give the staff on duty as much advance notice of the visit as possible, so that there is someone waiting to greet the visitor.

Where possible, visitors will be escorted whilst on the site premises. Wherever possible, it is expected that the relevant member of staff will collect the visitor. best practice for the member of staff to escort the visitor back to the main office, where the signing out process MUST be completed.

**Delivery/Courier Personnel**

If appropriate, deliveries will be restricted to the Main Reception Area. However, if deliveries are being made further into the school building, the delivery personnel involved, will have to sign and follow the same procedures as general visitors and will be escorted around the building.

**Confidentiality**

Sometimes visitors support the work of children at the provision. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

**Safe Working Procedures Checklist for staff organising visits from external** **agencies**

• Ensure the visitor/external agency complements the provision’s planned programme 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,

• 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. Drugs, Confidentiality and risk assessments.

• Inform relevant people of presence and remit of visitor: e.g. School Office Staff, Headteacher.

• Inform students in advance of the activity

• Provide visitor with named contact.

• Organise, meet and greet arrangements and room lay out.

• Ensure relevant staff member is present during session and responsible for class discipline.

• Ensure activity meets Health and Safety guidelines.