



VISITOR TO SCHOOL POLICY

Archibald First School

Visitors are welcome in Archibald First School. As a school, we are aware that visitors make an important contribution to the life and work of the school, while visitors themselves can also benefit from contact with the pupils and staff.

Visitors to classes for specific purposes of contribution to topics and related experiences are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Head Teacher prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience.

Safeguarding

Visitors to school must provide official photographic identification. If this is not available a passport or driving license can be used for identification purposes.

If visitors have an enhanced DBS certificate, this should be brought with them and presented to the school office.

All visitors and callers must report to the office whether planned or unexpected.

Visitors must sign the visitors' book on arrival and departure, and will be given the appropriate identification badge.

Date Agreed: Spring 2022

Date for Next Review: Spring 2025

This policy should be read in conjunction with the:

- Visitors and Volunteers in School Booklet (Appendix 1)

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VISITOR CHECKLIST

NAME _____

DATE _____

EVENT _____

SIGNED _____

CHECKLIST PRIOR TO VISIT VISITOR TO COMPLETE	CIRCLE
Risk assessment This has been emailed to school (<i>this may not be required by school</i>)	Yes /No
Multi-media If you intend to use multi-media you must inform the school in advance. This will need to be approved prior to your visit.	Yes /No
Read and understood Visitors to School Policy	Yes /No
Public Insurance Liability Copy sent to school (<i>this may not be required by school</i>)	Yes /No

CHECKLIST ON THE DAY OFFICE TO COMPLETE	TICK
DBS Certificate seen	
Photo ID (eg driving license, passport) seen	



APPENDIX 1

Archibald First School Guidelines For Visitors and Volunteers

Welcome to Archibald First School



Visitors and volunteers in school can make a great difference. In whatever capacity it can, and will, have a positive impact on the children, as well as giving you the chance to be involved in the life of the school.

Please take the time to read through our leaflet for visitors and volunteers. This provides information to make your time in school as successful as possible, as well as providing key information to safeguarding you and the children.

Entering School

- Please only enter and exit the site from the main entrance, observing the “signing in” and “signing out” procedures.
- On arrival at the school, photo identification should be provided and DBS information shared by anyone visiting school in a professional role.
- Please ensure that your visitor badge or lanyard is visible at all times. If you are issued with a Visitor Badge these are coloured to indicate the following:
 - Green – the children can speak freely with you.
 - Amber – the children can speak to you when a member of staff is present.
 - Red – the children are not allowed to speak to you.
- Please stay within the areas that are necessary for your visit. Do not move around the site unescorted unless authorized to do so.



Fire

- In the event of the fire alarm sounding, please leave the building by the nearest exit.
- Report to the fire assembly point in the school yard, so that you can be accounted for.
- If you are working with children, lead them to safety, inform a member of the school staff so registers can be taken.

Mobile Phones/Cameras

- Mobile phones and electrical devices may **not be** used in school.
- Ensure that your mobile phones ‘Bluetooth’ capacity is disabled.
- All equipment must be off or switched to silent.
- Do not take/use images of pupils unless approved to do so.



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Interaction with Pupils

- Interact with pupils as required within your professional capacity and report any instances/concerns/observations you may have immediately to a senior member of school staff
- All information regarding any child or member of staff is confidential and must not be disclosed elsewhere.

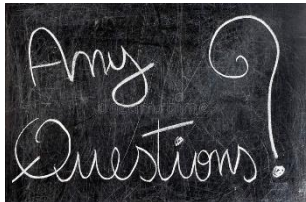
CONFIDENTIALITY

Manners and Behaviour

Children are expected to behave in a courteous and orderly manner at all times. They are expected to address all adults politely and to respond appropriately to one another. We ask that all visitors and volunteers do so as well.



The behaviour of children is important while working in small group, or individually. Problems with the behavior of any child, or group of children should be either brought to the teacher's attention as soon as possible.



Please Ask...

Whilst in school if you are not clear about a task, routine, child or event, please ask a member of staff. All staff are approachable.

Safeguarding Statement

Archibald First School is committed to safeguarding and promoting the welfare of children, families, visitors and staff. We require all staff, families, volunteers and visitors to share this commitment.

If you become concerned about:

- Something a pupil says
- Marks or bruising on a pupil
- Changes in a child's behaviour or demeanor
- The safety of any child in our school



You must report this to the Designated Safeguarding Lead (DSL),

Mrs. R. Turner, immediately who will then offer advice and take appropriate action. If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Head Teacher.

If a child discloses anything:

- Respond calmly
- Listen carefully to the child
- Do not promise confidentiality. Explain that you may need to pass on the information if you are worried about their safety
- You may clarify your concern using tell, explain or describe, but as soon as your concern is confirmed ask no further questions.

Remember, child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

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Everyone must regard that statement 'It can happen here...!'

A copy of the school's safeguarding policy is located in the staffroom.

Keeping yourself safe

- Remain in an open and visible space; always ensure that a door is open and that you are visible to others.
- Always encourage a child do whatever they can do for themselves.
- Be professional. Be mindful of how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others.
- Always tell someone if a child is inappropriate and complete a Cause for Concern Form