



Visitors in School Policy

Amendments made since last review Autumn 2018 review – visitor book changed to visitor system, appendix I staff policy file point added, fire alarm changed to Wednesday. Autumn 2021 review – staggered playtimes and lunchtimes amended / school money added Summer 2023 review – Additional sentence about shorter one off visits / Appendix I No 6 LADO added	
Policy agreed / reviewed 11.07.2023	Next review due Autumn 2026
Signed on behalf of the Governing Body	Signed by headteacher

Rationale

At Longton Lane Primary School to further enhance and enrich our curriculum we recognise that effective partnerships with our community and appropriate agencies are essential. This policy is written to ensure the safety and security of all our pupils, staff and visitors.

Purposes

- To enrich the educational possibilities for all children.
- To make more effective the teaching within school.
- To promote the partnership between home and school.
- To demonstrate that education continues through life.
- To give adults the opportunity to use their talents / interests in school for the mutual benefit of the children and themselves.
- To enable children to have more time to communicate their ideas and thus develop their understanding
- To release teachers from certain tasks thus giving more time for quality teaching, preparation and assessment.

Broad Guidelines

- This policy links to our induction policy, safeguarding policy and behaviour policy
- All visitors to school must sign in and out using the visitors' system available in the admin area. Visitors' badges will be issued and must be worn at all times.
- Fobs may be handed to visitors for access to the KS2 building, these must be signed in and out by admin staff and the lanyard worn by visitors at all times.
- All longer-term volunteer helpers must undergo the disclosure scheme or a DBS check. This will be completed before they work with any class in school. For shorter one-off visits the visitor will always be with a member of staff and not with children alone. Supply cover will have DBS from the supply company.
- A short induction process will be given to all visitors (see appendix I) to ensure health and safety, safeguarding and other procedures are made clear.
- If a member of staff is contacted by a visitor / volunteer or wishes to arrange a visitor to their class permission must be obtained from the headteacher before any agreement is made.
- Any member of staff should politely ask any visitors on site who are not recognised, or not appropriately 'badged', after their business, immediately.
- It is important that all staff and visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.
- No volunteer / visitor should be abandoned by the teacher responsible for them. They are welcome to use all staff facilities.
- In the event of a volunteer / visitor having difficulties with a child, the child will be removed to work elsewhere.



APPENDIX I Induction Checklist visitors and volunteers, please sign and date each element

Name:	Area to work	Induction Manager:	Began volunteering Date:
	1. To sign Code of Conduct		
	2. Tour of school premises		
	3. Discussion of the school's aims and ethos		
	4. Risk Assessment completed by placement agency and signed off by school (if appropriate)		
	5. Discussion of Staff Policy File and significance of documents		
	6. Trained on basic safeguarding procedures within school including LADO role		
	7. Trained on basic health & safety procedures including accident recording		
	8. Identification of safeguarding officer and first aiders		
	9. Meet the staff + understand their roles and responsibilities		
	10. Domestic Arrangements (timetables, roles etc.) – discuss with Mentor		

VOLUNTEER HELPERS ESSENTIAL INFORMATION

- 1) Longton Lane is a no smoking zone, this includes e-cigarettes.
- 2) Volunteers must accept that background checks are essential for all adults before they begin working in schools.
- 3) Information / details relating to any child's achievement, ability and individual needs are utterly confidential and must not be discussed out of school under any circumstances.
- 4) Should a child speak to you about a matter affecting their safety or care you must report this immediately to a senior member of staff. If it is a safeguarding matter you must report it to the Designated Safeguarding Person - Mrs Linda Speed or Deputy DSLs – Mrs Claire Andrews / Miss Claire Patino.
- 5) Whilst school does not have a formal dress code you should come dressed appropriately for the work to be undertaken. Smart casual is required with no jeans.
- 6) Information about routines, times etc... will be provided by your class teacher.
- 7) All relevant information is available for you to read in the Induction File.
- 8) You will be asked to sign that you have completed your induction.

Thank you for your understanding and support.

GUIDELINES FOR SUPPLY TEACHERS/ VOLUNTEERS/CONTRACTORS/STUDENTS & STUDENT PLACEMENTS

1. Staff Code of Conduct to be followed at all times
2. Designated safeguarding lead: Mrs L Speed (Headteacher)
Deputy safeguarding leads Mrs C Andrews / Miss C Patino
3. Whistle Blowing Policy – available in school to address staff concerns about other staff.
4. Designated First Aiders: - See list on first aid sign
5. First Aid Book kept at first aid points in KSI and KS2. Accident report forms kept in admin office.
6. Medical Emergency
 - Call for first aider
 - Notify Headteacher/Admin and appropriate action will be taken
7. Children with significant medical needs are identified through a brief description of need in school classroom and staffroom.
8. Fire alarm – continuous bell. Weekly test each Wednesday morning 9.05 am
Fire assembly point –KS2 back playground – each class in a line so registers can be checked.
9. **SCHOOL SESSION TIMES**
8.50 am – classrooms open 9.00 am – Registration
Staggered playtimes - KSI 10.00-10.15 / Y3 and 4 10.15-10.30 / Y5 and 6 10.45-11.00
Staggered lunchtimes – FS2 11.45-12.45 / KSI 11.45-12.30 / Y3 and 4 12.10-12.55 / Y5 and 6 12.35 – 1.20
KSI afternoon playtime 2.10-2.20
End of day – FS2 and KSI 3.10 / KS2 3.15
10. Assemblies 9am each morning / Rota available from Key Stage Leaders.
11. SECOND BREAKFAST – toast is available at morning break for KS2 (10p) and fruit for KSI.
12. REGISTERS to be saved to computer by 9.10 am
13. BREAK / Lunch time – teachers walk children out of school and collect them from the playground at the end of play.
End of play, first whistle blown children freeze where they are. Second whistle children move to lines. Equipment and litter must be picked up at the end of playtime
14. You will be required to be on duty if the rota shows your class turn.
15. Movement about the school is quietly – no talking. Teacher leads from the front of the line and if a teaching assistant is available, they walk at the back of the line.
16. Monies – all money is paid via school money unless it is a charity event when cash may be brought in and sent to the office
17. All policies/guidance are found on school main server and in the policy file in school admin entrance.