



Tonacliffe Primary School **Policy for Visitors**

Welcome to Tonacliffe Primary School - we hope you enjoy your visit, and the hospitality shown by staff and students alike.

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

Please could all visitors therefore:

- On arrival in school, use the main school entrance and report and sign in at reception, showing proof of identity
- Wear a visitors' badge which is issued at reception
- Wait in the seated area in reception until collected by or taken to the relevant member of staff
- Ensure that at all points during the day, you are accompanied by the member of staff who has invited you in
- Use only the staff cloakrooms when needed
- Sign out at reception on leaving the school, returning the visitors' badge
- Should there be a fire evacuation or lockdown, the member of staff you are with will accompany you out of the building and/ or to the relevant assembly point (Fire action details are on the wall in every room in school)

CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.

All staff, visitors and volunteers should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff, visitors and volunteers are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff, visitors and volunteers should work, and be seen to work, in an open and transparent way.



Tonacliffe Primary School
Policy for Staff

The school has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of pupils and staff.

As a school, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

In conjunction with this policy, staff should also read the 'Tonacliffe Primary School: Policy for Visitors' policy

Visitors whose purpose is to meet with staff:

If you have arranged for a visitor to meet with yourself or another member of staff, please ensure that:

- Reception staff are informed in advance and you put it in the office diary and the headteachers' diaries.
- You have spoken with your visitor prior to the visit, drawing attention to the following:
They should report to main reception and sign in, showing proof of identity
They should then wait in reception, to be collected by yourself (not by a pupil)
- Any visitor to the school is at all times accompanied by yourself or another member of staff to whom that responsibility is delegated
- At no point should a visitor be on their own with children
- Visitors only use staff cloakrooms if needed
- At the end of the visit, you accompany visitors to reception where they will sign out before leaving
- If there is a fire evacuation or lockdown, you accompany visitors to the dedicated assembly point (Fire action details are on the wall in every room in school)

Visitors whose purpose is to work with pupils in some capacity:

Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals.

Staff who arrange for visitors to work with children should discuss arrangements with the Headteacher. Mrs Heap or Mrs Clutterbuck will give guidance regarding any specific safeguarding matters.

Please be mindful of the following guidance, which attends to safeguarding issues:

- Staff should ensure all the bullet point protocols above are complied with, as they apply equally to all visitors
- Staff must ensure the visitor application form is completed

- Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class, small group or one to one teaching.
- If a visitor is DBS checked, then at times they may work with pupils unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed with the Headteacher in advance.
- Regular visitors to the school must have a DBS check.

Any visitor delivering a lesson or assembly must agree the content and tone of that with you, prior to the visit taking place. The content and tone must be in line with the Tonacliffe Primary School's ethos, be fully compliant with all Single Equality Duty legislation and take into account the age and ability of the pupils.





Visitor Application Form

1. About You

Title _____ Name _____ Date of birth _____

Nationality _____ Email address _____ Phone _____

Address of Company

Contact Address (if different)

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2. About Your Visit

Proposed start and end date of your visit

Name of person you are visiting (if known)

Your requirements: ☐ Desk and PC ☐ Interactive white board ☐ Room

Summary of proposed visit and activities:

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Please confirm the following by ticking each box:

☐ I confirm that I have read the visitors policy attached to this form and that I agree with it.

Signature:

