



Be Strong and Courageous

Visitor Policy

Review frequency:	Annual
Last reviewed:	Jan 23
Agreed by Governors	Jan 23
Next review date:	Jan 24

Visitor Policy

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.

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:

- The school diary (Google Calendar) is updated so that reception staff are informed in advance
- You have spoken with your visitor prior to the visit, drawing attention to the following:
 - They should park in the staff/visitors' car park (only if there is a space – they must not double park)
 - They should report to main reception and sign in, showing proof of identity and then wait to be collected by yourself (not by a pupil)
- Any visitor to the school is accompanied by yourself or another member of staff at all times
- At no point should a visitor be on their own with children
- Visitors should only use staff/adult toilets
- Meetings with visitors should take place in a suitable location (not the staffroom)
- At the end of the visit, you accompany visitors to reception where they will sign out before leaving
- If there is a fire evacuation, you accompany visitors to the dedicated assembly point.

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

Visitors may work with students in a variety of capacities, for example, Speech & Language Therapists, Hearing Screening etc.

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
- Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting by pupils around the building
- If a visitor is DBS checked and the academy has received a '*letter of assurance*' from the visitor's employer, then at times they may work with pupils unaccompanied by another member of staff. Please confirm with the school office whether assurance has been received.
- Regular visitors to the school must have a DBS check – This includes any regular parent helpers (see Volunteer Policy).
- 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 St Issey School's ethos and British Values Statement, be fully compliant with all Equal Opportunities legislation and take into account the age and ability of the pupils.

Information is provided to visitors regarding the safeguarding of children and who to seek if they are concerned about a child or themselves (see below).

Safeguarding Information for Visitors at SIS

- As an adult in this school you share a duty of care towards all students.
- You should act at all times, in a way that is consistent with their safety and welfare.
- If you have a concern about a child, particularly if you think s/he may be suffering or is at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or Deputy DSL (DDSL), who at this school are:

DSL	Chris Parham (Headteacher at SIS)
DDSL 1	Sarah Sole (Nursery Leader)

DO:

- report the concern to the DSL or DDSL using the schools online reporting system. Ask any member of staff to help you access this. Or seek to speak with any of the adults above.

DONT:

- ask the student to repeat the disclosure to anyone else in the school,
- ask him/her or any other student to write a 'statement',
- inform parents,
- make a judgement about whether the student is telling the truth.

If you are concerned about the behaviour of another adult in the school, report this to Chris Parham (Headteacher) immediately.

Conduct yourself in a safe way

- Do not use your mobile phone in the school, except in offices or the staff room, where children are not present.
- Ensure you adhere to our British Values statement - check with the teacher that the content of your visit is what the school expects.
- Work, and be seen to work in an open and transparent way. Ensure you are visible and other adults know where you are and who you are with.
- Ensure that you are signed in properly and wear your ID.
- Avoid any contact with children which would lead any reasonable person to question your motivations.