

**1.8 Visitors**

**1. Introduction**

Leyland St. James’ Wrap around groups is committed to welcoming visitors and making use of appropriate external agencies that can contribute to the education, well-being and personal development of our children.

Visitors to nursery include:

* Directors
* Local Education Authority staff
* Community – i.e., parent helpers and volunteers.
* School Nurses, health workers and other external agencies
* Sporting or specialist teachers/coaches
* Trainee teachers
* Work experience students
* Contractors or engineers who carry out routine work on the school site
* Specialist services

**2. Aims of the Policy**

* To ensure the safety and security of all children and staff
* To ensure the safety and security of all visitors
* To enhance the on-going curriculum through specialist expertise
* To develop effective partnerships with appropriate agencies, which contribute to the welfare, well-being and learning of the school community

**3. General Procedures**

* All Visitors must report to reception in the main school building.
* All Visitors must sign in and out and take note of the Safeguarding instructions
* All visitors must wear a visitors’ badge and be accompanied by a member of staff unless DBS cleared by the school.
* Any visitors who do not follow any of the above procedures will be politely challenged and possible removed from the site.
* Leyland St. James’ CE School and nursery is always a no smoking environment (and this includes e-cigarettes). All school buildings, property, car parks and grounds are no smoking zones
* Evacuation procedures must be followed by all visitors.

1. **Guidance for staff members organising visits to nursery**

When organising a visitor, please consider the following points:

* Ensure that the visitor/external agency compliments the nursery’s planned scheme of
* work
* Be confident that the visitor/external agency has the expertise in the subject they are delivering and the experience in the subject they are delivering to the children
* Before the visit, discuss with the visitor how the session fits into the topic or scheme of work
* Discuss and agree the aims of the session, professional boundaries including responsibility for classroom discipline during the session
* Inform the visitor or external agency of the number of children in the class, age and gender ratio of pupils, any potential behaviour challenges, special needs or medical needs
* of pupils (if applicable)
* Provide the visitor with relevant school policies to support the visit e.g. Drugs, alcohol and tobacco education policy, child protection policy etc.
* Inform children in advance of the activity
* Provide visitor with named contact in the school
* Organise meet and greet arrangements ensure that visitors are aware of toilet and cloakroom facilities.
* Ensure that the activity meets health and safety guidelines
* Ensure that the visitor is clear around procedures for confidentiality and disclosure
* Ensure that relevant staff (i.e. class teacher) is present during session and responsible for Behaviour for Learning.
* Pupils are given the opportunity to reflect on and evaluate what they have learnt
* Follow up work should be planned if appropriate
* Visitors/external agency should be thanked for their contribution and escorted to the reception area to return their badge and sign out of the visitor’s book

1. **Contractors**

* Contractors should report to the school office and sign the visitor’s book and when appropriate must complete an contractor induction sheet
* They should be given a badge and asked to wear it all times.
* They should be escorted through the site if school is in progress and wherever applicable should not be left unattended if at all practical.

1. **Parent Helpers and Volunteers**

The school aims to support parents and friends of the school wishing to work as volunteers in school. All parent helpers and volunteers must undergo a DBS check to ensure that all children are protected. (Exceptions can be made, after consulting the Head Teacher, for those who are visiting the school for a short period of time and are always supervised by a member of staff). All parent helpers/volunteers DBS details are kept in the SCR (Single Central record) in the Head Teachers office.

1. **Child Care Students and Work Experience Students**

As a school we want to support future teachers, childcare workers and young people who may be considering entering the teaching profession. Initial Teacher Training providers whom we work with and students undertaking NVQ childcare qualifications contact the school and if it is appropriate, trainees are allocated a placement. The Initial Teacher Training provider has the responsibility for ensuring that the trainee has appropriate qualifications and CRB clearance, however, school will ask the trainee for their DBS documentation prior to them commencing their placement. The trainee/student would be asked to attend the school for a site tour and Induction meeting with the Head Teacher before their placement commences.

1. **Covid-19**

Parents and visitors are now permitted to re enter the nursery. However, this will only be for necessary visits and must be pre booked and must give contact details in case of an outbreak.

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| This policy was adopted by | Leyland St James Wrap Around Care Groups | *(name of provider)* |
| On | 07/03/2018 | *(date)* |
| Date to be reviewed | Annually | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Debbie Gillibrand | |
| Role of signatory (e.g. chair, director or owner) | Manager | |