



Ref:	036-2018
This review:	November 2017
Next review:	November 2018

## Visitor and Volunteer Policy

[This policy should be read alongside the Statement of Intent](#)

The visitor policy is for the safety of our students and staff and we ask for co-operation from staff, students, visitors and volunteers.

This policy seeks to ensure that staff are aware that visitors and volunteers can make an important contribution to the life and work of the school. Visitors themselves can benefit from contact with the pupils and staff.

- We welcome all parents and visitors to Priory School which is a non-smoking site. Parents and visitors are required to report to the reception desk by the main entrance and sign in.
- All visitors must wear a visitor's badge (with the exception of parents and carers on Parent's Evenings).
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.
- The school reserves the right to refuse entry or terminate a visit at any time Visitors can be classified according to their degree of access to children:

**People working with children** – supply teachers, sports coaches, school nurses, volunteers.

Unless the visit is expected or the visitor is well known to the person admitting them, authority to admit them must be obtained from a member of the senior management team and their identity should be confirmed.

Visitors who have been invited into school to work directly with pupils should be asked to complete a visitor's checklist with the organising member of staff while the visit is being planned. This will ensure that school has appropriate personal information on the visitor and that there are clear guidelines for the session to be delivered. (See attached checklist pro-forma).

While we are aware of the benefits that volunteers can offer the school, it is vital that appropriate checks are carried out to ensure that the pupils are safeguarded.

Potential volunteers should be interviewed by the deputy head or head teacher to assess their reasons for volunteering and where their skills could be most useful. Potential volunteers will also need to provide proof of identity and have a DBS check.



Once the volunteer has been allocated to a key stage, the key stage manager and senior staff should undertake an induction programme in line with that carried out with any new staff member.

Volunteers should not be left alone with groups of pupils.

All regular visitors or volunteers (including Governors) will need enhanced DBS clearance

On occasion visitors who have not been police checked may come into school on a one-off basis to deliver sessions to pupils. Such visitors must be supervised by a member of school staff at all times.

Teaching staff should be aware of the DBS status of any visitors working with their groups.

**People working with things** – builders, gardeners and people working on computers or other equipment.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of the senior management team must be obtained. They will be issued with a visitor badge.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the schools knowledge of them.

**Escorted visitors** – parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories. They are accompanied at all times by staff.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort (if they are not already escorted). If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

Author:	<b>Anna Richards</b>
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Governors:	<b>This document was accepted at whole governors meeting</b> This document needs to be referred to the governing body following major changes.

**Attachments:**

- Visitors and volunteers checklist and sign-in sheet
- Code of Conduct for Visitors and Volunteers
- Dress Code

