



## **St. Mary's CE Infant School Visitors in School Policy**

St. Mary's Church of England Infant School is committed to making the use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum. Visitors will always be made to feel welcome in school.

### **Start / end of day**

Here at St. Mary's the front door is opened at 8:40am. Children are welcome to come into school from this time and are expected to hang coats and bags etc. in the cloakroom and then proceed straight to the classroom where the class teacher will be on duty to receive them. The school bell rings at 8.55am and all children are expected to be in class by this time. The school door is shut at 9:00am. The school takes responsibility from the time the child has been received by the class teacher from the parent / carer.

The school door is opened at 2.50pm and parents/ carers are welcome to come into the school to wait for their child / children on the playground. Class teachers will release children to the parent / carer from 2:55pm when school ends. Teachers will cease to be responsible for children once they have been released to the parent / carer.

### **After School Clubs**

Children are released from After School Clubs by the leader of the club and a member of staff at the hall door. The leader ceases to be responsible for the child as soon as the child is released to the parent / carer (children are released one at a time from the door).

### **Parents / Volunteers**

- parents / volunteers will be directed by a member of the school staff
- the class teacher will meet with the parent / volunteer prior to the delivery of the programme to discuss these issues and to be satisfied that the parent / volunteer is competent to carry out the agreed work.
- all parents / volunteers will complete volunteer induction with regards to Safeguarding, confidentiality and Health & Safety specific to the school
- DBS checks will be requested if the volunteer is in school on more than three occasions to support in any one month
- parents / volunteers are requested to sign in / out at the office in the Visitor's Book (even if they have already been in school to drop a child off)
- parents / volunteers should refer any behavior issues displayed by a child to a teacher or TA immediately and not attempt to deal with it themselves

### **Professionals e.g. Police, Social Workers etc.**

- visitors from the Local Authority requiring to work unsupervised with a pupil, should bring in a copy of their CRB and photographic ID on the first visit (to be recorded on the central record). After the initial visit photographic ID will suffice. If they do not have their DBS then they must be accompanied at all times by a member of Staff. Possible Local Authority

employees may include: Educational Psychologists, Educational Welfare Officers, Advisory Teachers, School Improvement Officers, Peripatetic Music Teachers, SEN Officers, Safeguarding Children Service, Social Workers, Youth Offending Workers

- in an emergency situation when a Social Worker or Police Officer is called by the school, a photographic ID or Police badge should be given as ID. Verification should be sought by phoning the Social Worker or Police Officer's main office if any uncertainty
- in accordance with the latest Local Authority advice, if any visitor is to be regularly working with pupils in school more than 3 times a month, then they go through the DBS procedures according to the latest advice from the Local Authority and should not be allowed to start until ISA first check (*previously List 99*) clearance has been obtained

### **Contractors**

- contractors need to sign in/out before being introduced to the Headteacher or Cleaner in Charge who will provide relevant access to the site as is required
- contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed
- any contractor employed who has not been requested through Oxfordshire County Council's contractor service must not be left with pupils unaccompanied by a member of staff. This is to comply with child protection issues
- any contractors on site who are not recognised, or who are not appropriately badged should be politely asked their business and escorted back to the office
- all visitors must return the visitor's badge before leaving the site and sign out
- all contractors are invited to read and sign the Asbestos Management folder

### **Educational Visitors (in classrooms)**

- Educational Visitors should sign in / out in the Visitor's Book in the School Office. They should either have a photographic ID or a school visitor's badge
- if an Educational Visitor will be working with the children on more than three occasions then a CRB will be applied for (OCC CRB)
- the pupils will be encouraged to be actively involved in the planning and preparation for the visit and also to reflect on the visit and the process after its completion
- prior to the visit, visitors will be advised of the aim of the session and why they have been asked to be involved. The visitor will be given a summary of the education the pupils have already received in the given topic and what the future learning goals are
- the visitor will also be given the relevant information on the number of children involved, their ages, the time allocation and any resources they will have available
- the school will ensure any visitor is adequately vetted in line with current regulations the protection and safety of the children will always be paramount
- the teacher should ensure that the visitor is used to the maximum potential and will ensure the visitor understands the needs of the pupils.
- the teacher should provide the visitor with any relevant policies
- the teacher will remain with the visitor and be part of the experience to allow appropriate follow up work to take place. If the visitor refuses to have a teacher present then the visit will not be allowed to go ahead
- visitors should refer any behavior issues to the class teacher or TA
- all Educational Visitors should have a briefing and a designated teacher will be appointed who retains overall responsibility for the work (usually the class teacher). The school retains responsibility for Health and Safety of pupils

The school will ensure that:

- the work of the Educational Visitors follows school programmes for curriculum and extra-curricular activities
- sessions are pre planned with clear Learning Objectives
- the activities and equipment are suitable for the age, ability and size of the group
- the activities are suitably differentiated and inclusive for the group
- there is a formal record of sessions to aid future planning

And for curriculum activities that:

- appropriate assessment of pupils' progress is made in discussion with the Educational Visitor (where appropriate)
- appropriate reporting of pupils' progress and attainment is made in discussion with the Educational Visitors (where appropriate)

The school will ensure that the Educational Visitor is aware of relevant Local Authority and school procedures and policies. In particular:

- Health and Safety
- First aid, accident and emergency procedures
- Behaviour Management procedures
- Child Protection procedures
- Confidentiality
- Dress (both pupils and Educational Visitor)

### **Sport Visitors**

St. Mary's Church of England Infant School is committed to encouraging all pupils to be actively involved in physical education and formal sport and is keen to develop partnerships with various sporting organisations to enhance the opportunities for its pupils.

### **Role of school in recruitment of paid coaches (Sport Visitors):**

The school must affirm that they have:

- a current national Governing Body qualification in the activity they wish to deliver (i.e. the level of award that the national governing body recommends a coach can work independently, usually level 2)
- undertaken appropriate Child Protection training
- current public liability insurance cover for a minimum of £5 million
- Enhanced DBS clearance
- appropriate experience of working with young people
- a character reference is obtained
- where school is contracting an agency for services the school will set out a clear and detailed contract for these services and ensure that the agency's liability insurance cover is satisfactory. The agency will be required in this contract to find a replacement coach if the agreed standards are not met
- be aware of and follow Local Authority and school policies
- work within the sports coach UK Code of Ethics and Conduct for Sports Coaches
- visit the school prior to delivery and meet the designated teacher and agree the programme
- ensure the activities are suitable for the age, ability and size of the group
- ensure the activities are suitably differentiated and inclusive for the group
- inform the school of any incidents that occur
- complete school documentation when required e.g. registers, accident report forms

The Sport Visitor should maintain a portfolio that includes:

- coaching certificates for National Governing Bodies
- Child Protection accreditation
- Education Awareness certificate
- a valid certificate of insurance
- Enhanced DBS clearance
- a record of coaching young people
- letters of reference
- NGB License or registration documentation
- the school will be able to seek advice and guidance on the use of visitors from Oxfordshire County Council.

### **Role of the School- Briefing, Planning and Delivery:**

All Sport Visitors should have a briefing and a designated teacher will be appointed who retains overall responsibility for the work (usually the class teacher). The school retains responsibility for Health and Safety of pupils.

The school will ensure that:

- the work of the Sport Visitors follows school programmes for curriculum and extra-curricular activities.
- sessions are pre planned with clear Learning Objectives
- the activities and equipment are suitable for the age, ability and size of the group
- the activities are suitably differentiated and inclusive for the group
- there is a formal record of sessions to aid future planning.

And for curriculum activities that:

- the programme of study for the physical education national curriculum is fulfilled
- appropriate assessment of pupils' progress is made in discussion with the Sport Visitor (where appropriate)
- appropriate reporting of pupils' progress and attainment is made in discussion with the Sport Visitor (where appropriate)

The school will ensure that the Sport Visitor is aware of relevant Local Authority and school procedures and policies. In particular:

- Health and Safety
- First aid, accident and emergency procedures
- Behaviour Management procedures
- Child Protection procedures
- Dress (both pupils and Sport Visitor )

### **Roles & Responsibilities**

The school will ensure that:

- the roles and responsibilities of visitors and teachers are clearly defined
- there is an agreed period of and level of supervision which will be determined by competency
- remuneration and method of payment is agreed (where applicable)
- if the visitor is using their vehicle to transport pupils all matters relating to insurance, taxation and road-worthiness of the vehicles has been assured. The parents of the pupils involved in these journeys must have given written consent prior to the journey
- the equipment and facilities are safe and in good repair
- the facility and equipment requirements regulations are confirmed

- a review is scheduled to evaluate the success of the programme and the performance of the visitor
- the visitor is informed of any relevant information about the young people involved in the activities (medical, emotional)
- For agency contracts the quality of provision is in line with the standards agreed in the contract

#### **Unknown/Uninvited Visitors to the School**

- any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site
- they should then be escorted to reception to sign the Visitor's Book and be issued with an identity badge. The procedures for invited visitors then apply
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or Senior Teacher (if Headteacher not available) will consider the situation and decide if it is necessary to inform the police
- if an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for

#### **Complaints-Disciplinary Procedures:**

The employer is responsible for disciplinary issues. Disciplinary issues for volunteers will be the responsibility of the school.