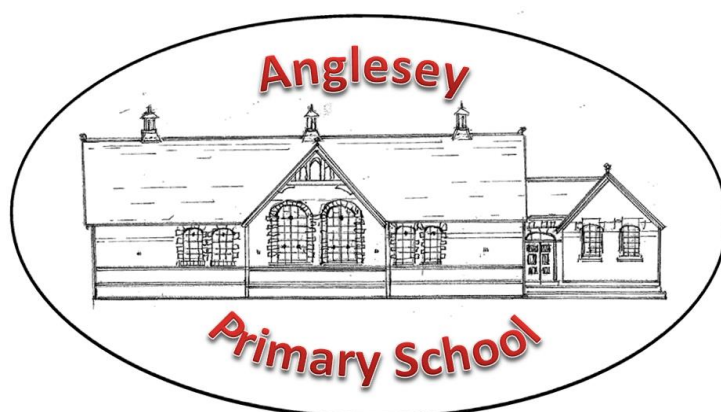


# Anglesey Primary School



## Visitors in school Code of Conduct

Revised following advice from Governor Support

Adopted by the governing Body – November 2022

Date for policy review – November 2023

Visitors are welcome to Anglesey Primary School, we appreciate the knowledge and expertise they bring which enriches the planned curriculum as well as well as improving the learning environment for individual and groups of children. We also welcome parents into the school and see them as valued supporters in the education of their children. They make a valuable contribution to the life and work of the school in many different ways.

It is the responsibility of all members of staff to ensure that the caring learning environment of the school is maintained at all times. Any visitor that uses actions or words which negatively affects the physical or emotional wellbeing of staff or pupils should be made aware that the behaviour is unacceptable pupils are not compromised at any time.

Staff should ensure that our safeguarding and security procedures are followed at all times both during school time and extra- curricular activities which are arranged by the school.

## Aim

- To ensure the pupils of Anglesey Primary School can learn and enjoy experiences offered through visitors coming into school.
- To maintain our high standards of safeguarding so the children are safe from harm.
- To have clear procedures which are understood by all staff, governors, visitors and parents which conform to safeguarding guidelines.
- Visitors will be treated with kindness and respect at all times.

## Objectives

Anglesey Primary School has a reputation for being welcoming, friendly and supportive towards visitors. This can only be maintained if we have clear and established protocols and procedures that effectively monitor and manage visitors, without compromising the open and inviting nature of Anglesey primary School.

This policy applies to

- All teachers and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including but not exclusive to peripatetic teachers, sports coaches, topic related visitors, authors, artists, builders, business visitors)
- All Governors of the school
- Students and tutors working in the school
- All parents and carers
- Education personnel
- Building maintenance contractors

Visitors whose purpose is to work with the pupils to enhance the curriculum.

Visitors may work with pupils in a variety of capacities, for example, to lead assembly, to deliver a lesson, to meet with groups of students or alternatively to work with a student on a one to one basis. Prior to the visit the visitor must be advised of the aims of the session and why they have been asked to be involved. The visitor will need information on the number of children, their ages the time allocation and any resources available to them.

Whilst such visitors enrich the experiences of our pupils we will vet the individual speakers whom we engage. We ensure that we do not use speakers who deliver messages which are inconsistent with the school's values and ethos. The school will ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Activities and content support the curriculum.
- Activities and content are matched to the needs of the pupils

Other adults who regularly come into school to work with the children are:

- Trainee teachers
- NVQ level 2 and 3 students
- Sports coaches
- Pupil Support Staff
- Behaviour Support staff
- Social Workers
- Educational Psychologists.
- Speech and Language therapist

The school must affirm that:

- Visitors have evidence that they work for the establishment they claim to be from
- Visitors hold a current DBS
- Visitors will be asked to present some form of identification.
- Students must be working towards a qualification from a recognised training establishment.

In the case of student's teachers or NVQ level 2 and 3 students, an induction procedure will be undertaken by the school before the placement commences and will include:

- Health and Safety
- First Aid accident and emergency procedures.
- Child Protection procedures.
- Suitable dress
- Working at height guidance.
- Behaviour management procedures.
- Students should be aware of and follow school policies.

The school produces a handbook for students working in school.

- Any visitor who is not DBS checked must not be alone with any pupil at any point this includes whole class, small group teaching or one to one sessions, it also includes students escorting groups of pupils around the building.
- If a visitor has a DBS clearance (and this has been checked by the reception staff in the office.) then the visitor may work unaccompanied with the pupils but the activities must be agreed by the person who invited, them in advance of the session.
- Regular visitors to the school must have DBS clearance
- All visitors will be advised of the school DSL's and be provided with a Visitors information leaflet.

All adults working in school should have a designated teacher who is the point of contact with regard to their work

## Parents

Parents who come into school to volunteer on an occasional basis, attend workshops talk to the class about an experience must not be left unsupervised and escorted out of the building when the visit ends. The Head Teacher must be informed when these visits will be taking place.

## Governors

Whilst the children are in school, Governors should sign in using the electronic system and the member of staff they have come to visit should be contacted.

Governors do not need to sign in for Governors meetings when the children are not in school.

## Contractors Engineers

- Contractors and workmen must report to the reception office and sign in with the electronic system. Their credentials will be checked by the Office Staff
- The member of staff who is to speak to the workmen/contractor must be contacted at once either by phone (or radio if appropriate).
- Contractors must be escorted through the school by a member of staff if the children are on site.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.

## Protocol and Procedures

### Visitors invited in to the school

- Visits should only be arranged after consultation with either the Head or either Deputy Head Teacher. A clear explanation of the relevance and purpose of the visit and the planned date and time of the visit should be given.
- Prior to the visit the visitor must be advised of the aims of the session and why they have been asked to be involved. The visitor will need information on the number of children, their ages the time allocation and any resources available to them.
- When inviting visitors into the school visitors will be informed of the identification requirements and procedures

- All visits, for any purpose, will be recorded on the School Calendar

Prior to the visit, the visitor should be informed of the following procedure.

- All visitors must report to the school reception and they should not enter the school via any other entrance.
- At reception all visitors must state the purpose of their visit and the name of the person who has invited them. They should be ready to produce formal identification as required
- All visitors will be asked to sign in with the electronic system.
- All visitors will be required to wear their ID label whilst in school.
- Visitors will then either be escorted to the member of staff who has arranged the visit or the member of staff will be telephoned to come to the reception office to meet their visitor. The contact member of staff will then be responsible for the visitor whilst they are on site.
- On departing the school, visitors should leave via the reception office and use the electronic System to sign out and return their label to the Office staff.

What the school expects of visitors

- To treat the pupils and staff with respect.
- To treat the school environment and property with respect.
- Follow the school rules and protocols.
- To uphold the school safeguarding policy
- Report anything that puts the staff and pupils at risk
- To take care of their property and be mindful of the health and safety of our staff and pupils
- If parents on the premises are accompanied by other children, then they must accept they are responsible for their children's safety and behaviour.

Behaviours and conduct that the school views as unacceptable

- Anything that affects the safe and caring environment of the school.
- Racist, sexist or homophobic behaviour.
- Aggressive or threatening speech or behaviour e.g. swearing, threatening or shouting at others, threatening to be aggressive.
- Malicious or threatening behaviour over the telephone or in writing or email.
- Damaging school property
- Smoking, vaping or being under the influence of alcohol or drugs whilst on site.
- Being in possession of a weapon of any kind.
- Refusing to follow reasonable instructions of our staff

How the school will respond to behaviour that is unacceptable:

In most cases the school will attempt to informally remedy the situation by speaking with the individuals concerned. There may be no further action.

Where there is any dispute over what has occurred, or if the alleged incident is complex or serious, the school will conduct an investigation in order to establish the facts and determine what action should be taken if any.

If the school decides that a visitor's behaviour has been unacceptable the school or in some cases the local authority on the school's behalf may decide to.

- Informally i.e. verbally, warn the visitor about their behaviour.
- Formally i.e. in writing warn the visitor about their behaviour.
- Ban the visitor from the premises for a specified period
- Ban the visitor from the school premises whilst a formal investigation takes place
- Report the incident to the police.

Useful emails school [support@birmingham.gov.uk](mailto:support@birmingham.gov.uk)

National Association of head teacher's guidance for leaders in Managing Violence and Abusive Visitors in school [www.naht.org.uk/welcome/advice/advice-home/governance-and-infrastructure-advice/managing-violent-and-abusive-visitors-to-schools/](http://www.naht.org.uk/welcome/advice/advice-home/governance-and-infrastructure-advice/managing-violent-and-abusive-visitors-to-schools/)

Linked Policies:

Safeguarding policy  
Health and Safety Policy