

VISITORS TO SCHOOL POLICY

This policy applies to people making one off or ad hoc visits to school. For anyone visiting school regularly the volunteers policy should be followed.

Always bearing in mind the importance of security, visitors are welcome in Thelwall Infant School. We aim to make visitors aware that at our school personal relationships and day to day interactions are characterised by caring, courtesy and respect.

This policy seeks to ensure that visitors are able to make an important contribution to the life and work of the school. Visits from agencies such as Drama Groups, Music Groups, workshops etc should be made available to all pupils.

Visitors to classes for specific purposes of contribution to topics, relating experiences etc are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Head Teacher prior to finalising arrangements.

If a member of staff is contacted by an outside agency/individuals requesting permission to visit lessons, observe teaching, etc., permission must be obtained from the Headteacher.

All visitors must sign in and they will be presented with a visitor badge which they are expected to wear during their time in school. Visitors that have been DBS checked will be asked to wear a green visitor badge. Those not DBS checked will be asked to wear a red visitor badge.

Visitors to the classrooms that will be working directly with the children and where this **may include unsupervised contact** with the children are required to provide a **DBS check** as well as **photographic ID** before they are permitted to enter school.

All visitors that work directly with the children on a regular basis will be added to the schools single central record.

Other visitors, including contractors, outside agencies (other than WBC) will be asked to show photo ID and will be accompanied by a member of staff during their time in school.

On the occasion of an unexpected visitor, the first point of contact should be with the Head Teacher or Deputy Head Teacher who will involve other staff and children as appropriate.

Staff who are aware of any visitors on site who are not recognised and not wearing ID badges, should be politely asked their business.

This policy was reviewed in Dec 21

Signed _____ (Chair)