



Ludlow Infant Academy

Visitors Policy

At Ludlow Infant academy we aim to provide our pupil's with a broad, balanced and enriched curriculum and see the inclusion of visitors into the school as one of the means of ensuring that we meet this aim.

Aims

- To enrich and inform the curriculum by providing our pupils with the experiences and knowledge that cannot be provided from within the school.
- To allow pupils to question and learn from 'experts' from various walks of life and disciplines.
- To allow our pupils to gain a wider view of the world and to give pupils an insight into the lives of other people.
- To ensure the safety, protection and well-being of all our pupils and staff.

Implementation

- Before inviting a visitor into school teachers should consult with the Year Leader and then complete a Visitor Request Form. The Visitor Request Form must then be passed to the Headteacher for approval. When approved, the teacher should then ensure that the visit details are written into the school calendar.
- On arrival, all visitors must report to reception, sign into entry screen and wear a visitors badge for the duration of the visit. All Visitors must sign the visitors agreement form and electronic declaration form.
Signing out via entry system should be clearly explained by a member of administration staff.
- Upon arrival, the visitor should be collected by, or escorted to, the staff member that s/he is visiting, Visitors are the responsibility of that member of staff whilst on the school premises and must be accompanied by a member of staff at all times.
- Visitors should not be left with child/ren out of sight of a member of staff unless they are DBS checked by the school, are a visiting professional (eg. Social Worker, Speech Therapist), or that child's parent.
- On the occasion of an unexpected visitor, the first point of contact should be with the Head Teacher/Deputy Headteacher who will involve other staff and pupils as appropriate.

Roles and Responsibilities

- All members of staff have a responsibility to enact the policy.
- Visitors must be made aware of and abide by the school's policy regarding disclosures and confidentiality. We expect all staff, including voluntary staff and visitors, to report any disclosures by pupils or parents/carers, of a concerning personal nature to the DSL (Headteacher) as soon as possible after the disclosure.



Monitoring

- This policy, its implementation and effectiveness, will be monitored by the Headteacher and the SLT.
- This policy should be read in conjunction with the school's Child Protection and Confidentiality Policy and guidelines.

Reviewed November 2017

VISITORS IN SCHOOL GUIDELINES



These guidelines should be read in conjunction with the Visitors Policy.

A visitor request form should be completed. The head teacher must always be informed about any plans to invite any visitors into the school.

Points to consider when inviting a visitor(s) into school:

BEFORE THE VISIT

- Does the visitor come from a 'legitimate' organisation/source?
- Will the visitor be supervised?
- What is the visitor providing that the school cannot?
- Does the visitor have aims and objectives of their own?
- Are the visitor's aims and objectives compatible with those of the school?
- Will the visitor's input be appropriate to the needs, age and maturity of the audience?
- What teaching methods will the visitor use?
- What materials will they be bringing?
- Is there a need for the pupils to prepare prior to the visit?
- What resources will the visitor require?
- Is there a cost involved?

FOR THE VISIT

- How long is the session?
- Who will attend?
- Which members of staff will attend and what will be their role?
- What venue/equipment will be used and who will prepare it and then clear it away?
- How will the input be evaluated and by whom?
- If required how will the visitor be provided with feedback?
- How will the school receive feedback from the visitor?

AFTER THE VISIT

- Is there a need for another/further visit(s)?
- How will the pupils feedback?
- How will the visitors input be integrated into other lessons?
- What was the impact of the visit and can it be measured?
- Would you invite the visitor again?