

# Oaklands Community Primary School

## Visitor Policy

### Introduction

Visitors to our school either provide a professional service or give their time freely to support our school. All bring with them a range of skills and experience that can enhance the learning opportunities of our children.

### Our visitors include:

Members of the governing body

Any other outside agencies. E.g. the school nurse, educational psychologist, community police officer etc.

People visiting to enhance the curriculum in a specific way e.g. authors, artists, theatre groups, charities etc.

Contractors

### The types of activities that visitors are engaged in might include:

Working with small groups of children

Working with individual children

Undertaking learning activities with children

Supporting teachers to run after school clubs

Assemblies

Health screening

Class visits

Staff meeting

Repairs and maintenance work

Visitors are not permitted to use mobile telephones or cameras on the school site without the express permission of the Headteacher or, if related to work on the premises, the Headteacher or a Senior Manager. If permission is granted the person taking the photographs will be accompanied by a member of staff.

### Signing In

When any visitor arrives in the school they must sign in at the school office and collect a visitor/volunteer badge which must be worn at all times in school. Details of arrival time and the area of school in which the volunteer will be working should be recorded in the designated 'visitor book'. Volunteers/visitors should also sign out when they leave the premises.

### Safeguarding checks

Visitors carrying out unregulated activities with children will be DBS cleared. Visitors carrying out regulated activities (supervised and in the presence of a member of staff) might not be cleared.

Contractors employed via Somerset County Council are all DBS cleared, any other contractor who is not DBS cleared and working when children are on site will be accompanied or in sight of a member of staff. All adults who are not required to be DBS cleared for their role in school will not have unsupervised access to children.

(Please also see our **Policy for Volunteers in School and our Visitor Protocol**)

Dated: September 2020 - Review Autumn 2023

Signed:

*K Parr*

Headteacher