School Visitors’ Policy

The Priory Primary School is committed to keeping our children safe. By providing a safe environment for children to learn and play and by identifying children who are, or may be suffering harm, the school will endeavour to ensure they are kept safe both at school and at home.

The Priory Primary School welcomes visits from all interested parties, parents, family members, carers, professionals, volunteers and students. In order for the visit to be successful, we must ensure there are procedures that are followed.

To achieve this, we have systems in place that are designed to:

- Create and maintain a safe learning environment
- Identify child welfare concerns and take appropriate action
- Use the curriculum to enable our children to develop safe strategies.
- Operate safer recruitment and selection procedures to prevent unsuitable people working with our children.

Anyone visiting the school shares the responsibility to keep children safe whilst on our premises and will be required to work within the guidelines of our safeguarding procedures. They will be provided with a copy of our safeguarding statement on arrival at our school.

If at any time you have concerns about the welfare of a child, Mr Butcher the designated Safeguarding Lead (DSL) or Mr Patel our Deputy DSL should be consulted.

Procedure

- Those wishing to visit the school should make arrangements in advance with the relevant school personnel stating clearly the reasons for the visit.
- The head teacher should be notified of all visits to the school other than the usual review visits made by parents.
- Professionals delivering lessons to our students will adhere to our E-Safety policy and will ensure the materials used during the lesson are inspected prior to visit by a member of school staff.
- All visitors, including parents, must be signed into the building at Reception and signed out as they leave.
- Visitors must not be left unaccompanied in any areas accessed by pupils.
- On rare occasions incidents may occur with pupils and staff will ask visitors to leave or redirect their route. Answers to questions may need to be deferred.
- Tours should be restricted to corridors unless pre-arranged (but can enter non-occupied classes /offices).
- Confidentiality must be a paramount consideration for visitors.
Confidentiality must be respected by staff in terms of detail provided on individual pupils.

Pupil issues must not be addressed with parents; a confidential space should be found.

Where possible, visitors should not be taken to the staffroom during break times.

Staff and pupils are to be prepared for the visitors to the fullest extent possible.

Professional visits in relation to specific pupils must involve notifying the parents and seeking the permission of the head teacher.

School office staff will be aware of class timetables so the whereabouts of specific children and classroom staff are always known so they can be easily located.

Photos or video footage must not be taken of the children by visitors.

This policy will be reviewed in September 2019