



## **Keble Prep Visitors in school policy**

### **Context:**

Keble Prep School welcomes visitors from the local community and beyond and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

Parents, teachers from other schools, visitors from the community, ex teachers, ex students make visits for meetings and volunteer work.

There are two main ways of helping: -

a) Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.

b) Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time. Please note you will be required to undertake an enhanced DBS check, as you will be on your own with the children.

We offer work experience for young adults in training as well as young people wishing to have a work experience of school life.

A variety of delivery staff, maintenance engineers and contractors carry out routine work on the school site.

### **Rationale:**

The safety and security of all students and staff.

The safety and security of all visitors.

Enhancement and enrichment of the on-going curriculum through specialist expertise.

Effective partnerships are developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

### **General Procedures:**

- All regular volunteer helpers must undergo a DBS police check in order to ensure that the boys are protected.
- All DBS checks are recorded and kept on the Single Central Record, which is kept and locked in the bursar's office and online with the Bursar.
- All visitors must report to school Reception to sign in.
- All visitors moving around the school site must wear a visitor's badge.



- All visitors must be made aware of emergency procedures by the member of staff supervising their visit. Fire Safety signs are distributed all around the premises.
- All visitors must be made aware of Child Protection Procedures by reading a brief synopsis of the CP policy, who the DSL is and being informed of this by office staff.

\*Please note that this information is on an easy to read reference guide given to the visitor.

- Regular Parent and Outside Volunteers will be given a copy of our Volunteer Guidelines. A copy of this is in the School Office. Volunteers will sign to say they have read the information.
- Volunteers for specific events such as School Trips will have filled in Outside Trip Forms for emergency contact details and will have the necessary information regarding trips.
- If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the head teacher/deputy head before any agreement is made.
- Speakers at assemblies/citizenship/lunchtime meetings, etc. need to be cleared and there is a separate visitor speaker policy and checks that a member of staff needs to adhere BEFORE the visit. The Head Teacher needs to check this process before the speaker visits.
- Any visitors on site who are not recognised, or who are not appropriately “badged” should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not “badged”.
- If a visitor is not DBS checked and is here, therefore, on a temporary basis, then this person must not be left alone with any child or children.

### **Specific Guidance/Checklist for members of staff organising visits from external agencies:**

- Ensure the visitor/external agency complements the school’s planned programme or scheme of work.
- Ensure that the member of staff has completed a speaker/visitor form and sent to a member of the SLT to check and confirm.
- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school’s programme/scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).
- Provide access to relevant school policies, e.g. SRE, Drugs, Confidentiality and risk



assessments.

- Inform relevant people of presence and remit of visitor: e.g. School Reception, Head Teacher.
- Inform students in advance of the activity.
- Provide visitors with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Students are given time to reflect on what they have learned.
- Students, teacher and visitor carry out and record agreed evaluation method of session.