

Hartismere High School

POLICY DOCUMENT No C12

VISITOR POLICY



DEVELOPMENT PROCESS

The member of staff responsible for overseeing and reviewing this policy is the Headmaster, Mr McAtear.

Date of Policy June 2009
Date for review June 2013

The policy has been drawn up in consultation with all staff, parents, pupils, governors, members of the wider school community and other agencies.

LOCATION AND DISSEMINATION

The policy can be found on the school's website and the Governors' website. It is referred to in relevant areas of the curriculum. This document is freely available to the entire school community.

LOCAL AND NATIONAL GUIDANCE

This policy is in line with guidance from the Healthy Schools Programme, of which the school is part.

RATIONALE

The purpose of inviting visitors in to the school need to be clear. Reasons could include:

- Raising awareness of an issue
- Providing expertise
- Building links with the community
- Giving pupils an opportunity to work with adults outside the school
- Raising the profile of the school
- Public relations
- Enhancing the curriculum
- Part of staff training
- As a resource

USING VISITORS WELL

A visitor's contribution must enhance the overall education experience for young people. It must add a dimension which the teacher alone cannot deliver.

Whilst visitors can bring a wealth of skills and expertise to the school setting it should be recognized that the majority of them have no formal training in classroom management or teaching and learning strategies. Suffolk Healthy Schools Programme insists that visitors should not be left alone to work with pupils: the teacher and visitor need to share the experience in order to provide appropriate planning, deal with any issues that arise during the session(s) and as a result of the session(s).

WHAT THE VISITOR NEEDS TO KNOW BEFORE THE VISIT

Visitors could be sent an information pack containing:

- School prospectus
- Number and age of pupils they will be working with
- Aims and objectives of the visit

WHAT THE SCHOOL MAY NEED BEFORE THE VISIT

Visitors need to provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials. Visitors may need to provide some form of identification as they sign in at the school office.

GROUND RULES

If visitors come to give talks to pupils on topics that may be sensitive, they must be made aware of the ground rules used in classrooms:

- No one (teacher, visitor or pupil) will have to answer a personal question
- Everyone has the right to pass and not answer the question posed
- Only the correct biological names for body parts will be used
- Names of individuals are never mentioned in discussions or questions
- Meanings of words will be explained in a sensible and factual way

CHECKPOINTS FOR TEACHERS ORGANISING A VISIT

Has the visitor been made aware of the relevant policies?

How will the visitor be made aware of the school's ethos and values?

Has the visitor been made aware of:

- The size of the group
- The age and nature of the group/class e.g ability, ethnicity, gender, sexuality, religion and individual educational needs
- Any relevant issues regarding special educational needs
- Safeguarding children and confidentiality issues

- Ground rules usually followed in the classroom
- The aims/objectives of the session(s)
- What preparatory activities will take place
- What follow up will be provided
- How the sessions will be organised
- What resources are available
- How the session will be evaluated
- Safety/fire drill procedures

All visitors should:

- Sign in at the office and wear a visitor's badge
- Be offered toilet facilities and refreshments
- Sign out at the office on leaving and hand in their visitor's badge
- Be escorted out and thanked for their visit

A useful guidance document for visitors *Learning and Teaching: Background notes for colleagues visiting and working in schools to support learning* can be found at www.wiredforhealth.gov.uk/PDF/learningandteaching.pdf

This policy will be reviewed by Mr McAtear.

Adopted by Governors2009

Name of people involved in developing this policy

Deborah Hargraves	PSHE Coordinator/Healthy Schools Advisor
Jim McAtear	Headmaster
Marion Ravenhill	Governor