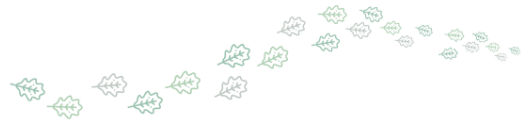


STYAL PRIMARY SCHOOL



Styal Primary School



VISITORS IN SCHOOL
POLICY

Reviewed February 2023

STYAL PRIMARY SCHOOL

VISITORS IN SCHOOL POLICY

Introduction

At Styal Primary School we encourage and welcome visitors in school to work with and talk to children. We believe the experiences, skills and expertise offered by such outside speakers and external agencies complements and enhances the skills of the teacher and the school's programme of work.

Principles

The use of an outside visitor should not be seen as a 'one off' event but is best followed up in an appropriate manner as part of a planned programme of work.

The children, teacher and visitor should have a shared perception of the nature and purpose of the visit. In particular, the visitor should be aware of their role and responsibilities and feel comfortable in providing an input.

It is very important to be aware of both the 'form' and the 'content' of any information being considered by children to avoid inconsistent messages.

The visitor should reinforce the aims and content of the relevant programme of work.

There should be an evaluation by the children, teacher and visitor, to ensure that the identified needs have been met.

All visitors should be approved by the Headteacher or Deputy Headteacher and should comply with the policy for safeguarding children.

Procedures

There should be one named teacher who will be responsible for liaising with the approved visitor. The time and date of the visit must be recorded in the school diary along with a contact phone number and any other essential details. The teacher is responsible for doing this.

This person will also provide, as a minimum, the following information to the school office. This information should be given to the office as soon as possible once visitors have been booked to come into school.

- (a) Contact details of the visitor e.g. phone number, mobile, email address etc.
- (b) The educational purpose of the visit and how the visitor's skills can assist in enhancing the children's planned learning.
- (c) Practical details of the visit – e.g. the time of arrival/ presentation, numbers of children, age range and specific issues related to talking to that particular age group, resources available/required and reimbursement etc.
- (d) Arrangements for the visitor to be received, sign in, made aware of any emergency procedures, escorted to the liaising teacher and seen off the premises at the end of their visit.
- (e) Other relevant school policies e.g Safeguarding, Confidentiality, Code of Conduct that the visitor needs to read and/or sign if necessary.

Health Professionals

Health professionals are bound by their professional codes of conduct to maintain confidentiality when offering one-to-one counselling, information or advice to an individual child. When the health professional is working with the whole school, in a class or group situation, they should follow the school's confidentiality guidelines.

Health professionals, with the teacher's support, should establish with the children a set of ground rules before the content of a lesson is delivered.

For example:

- The teacher/visitor and children have a right to privacy and respect and should not reveal any personal information that they wish to remain confidential.
- Children need to be clear about not putting pressure on one another to ask and answer questions about their personal experiences.
- If a question is felt to be too explicit, acknowledge it and discuss with the child later.
- If the answer to an appropriate question is not known - say so. The class and teacher/health professional can research the information together.
- Children seeking advice should be encouraged to talk to their parents or carers.
- However, if the child needs further support, refer them to the relevant health service professional, outside agency/service or a help-line.

Monitoring and Review

This policy will be monitored and reviewed every three years by the Headteacher and the Governors.

Equal Opportunities

Fundamental to the aims of the school being achieved is a belief that all visitors, parents and children will receive equal entitlement without prejudice and that individual potential should be developed to the full.

We do not discriminate against any child or adult because of gender, age, ethnic origin, social class, religion, marital status, sexual orientation, disability or special needs.

This policy was reviewed by the Headteacher in February 2023 and adopted by the

Governing Body on:

Signed: Chair of Governors

Name: