

Healey Foundation Primary School



Visitors in School Policy

We encourage parents and other citizens to visit Healey Primary School and believe that there are benefits which can result from increased interaction with the public. At the same time, we have a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the pupils and staff, and protecting the school's facilities and equipment from misuse or vandalism.

A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. The Head Teacher has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the Head Teacher considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils. Parents and other visitors are courteously received.

A visitor is defined as any person seeking to enter a school building who is not a current employee of the school or a pupil currently on the register.

All visitors must report to the school office when arriving and leaving the school premises. Notices are displayed indicating that all visitors are required to register with the school office and obtain authorisation. All visitors must wear an appropriate form of identification when on school premises. Badges are issued by the office staff and visitors are directed to health and safety and safeguarding information on the back of the badge.

All school visitors must comply at all times with the School's regulations.

Access to particular classrooms or other areas of the school may be restricted upon the recommendation of the Head Teacher or as otherwise deemed necessary.

Visitors wishing to speak with teachers during the course of the school day must make arrangements in advance. Parents are advised that it is not always possible to meet with their child's teacher at the beginning or end of the school day.

Parents of children in the Foundation Stage are asked to ensure children enter the cloakroom alone. All parents are asked not to enter school via cloakrooms at any time.

No student who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission.

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.

The Head Teacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption. Any such individual shall be directed to leave the school premises immediately and the police will be contacted if necessary. Please refer to our 'Policy on Managing Aggressive Behaviour from Parents and Visitors to our School' for further information.

Visitors, who are in school for a "one off" visit, perhaps to talk to a class, attend assembly, assist in a lesson or tour the school do not require a DBS check, but **must** be accompanied at all times. Volunteers who come into school on a regular basis will be required to complete an application form, provide two references and have a DBS check.