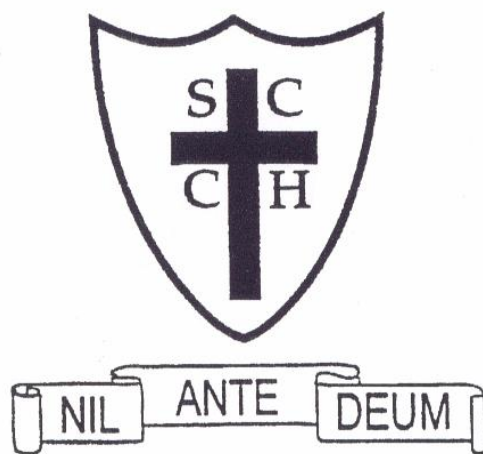


# **ST CATHERINE'S CATHOLIC HIGH SCHOOL**



## **VISITORS POLICY**

Last Reviewed: January 2012

Review Date: September 2013

## **DEVELOPMENT PROCESS**

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

## **LOCATION AND DISSEMINATION**

This document is freely available to the entire school community.

## **LOCAL AND NATIONAL GUIDANCE**

This policy is in line with Safeguarding Guidelines ([www.education.gov.uk](http://www.education.gov.uk))

## **RATIONALE**

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

- Raising awareness of an issue
- Providing expertise
- Building links with the community
- Giving students an opportunity to work with adults outside of 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 recognised that the majority of them have no formal training in classroom management and teaching and learning strategies. Safeguarding Guidelines recommends that visitors should not be left alone to work with Students: 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 students 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.

## GROUND RULES

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

- No one (teacher, visitor or Student) will have to answer a personal question
- Everyone has the right to pass
- 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 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 special circumstances
  - Any relevant issues regarding special educational needs
  - Child protection 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 sessions will be evaluated
  - Safety/fire drill procedures

All visitors should:

- Sign in at reception and wear a visitor badge
- Be offered toilet facilities and refreshments
- Be advised of fire/bomb alert evacuation procedures
- Sign out at reception on leaving and hand in their visitor 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](http://www.wiredforhealth.gov.uk/PDF/learningandteaching.pdf)

Signed: Mrs P Sheard (Head)

Signed: Mr T Miskell (Chair of Governors)

Date ratified by Governing Body: January 2012

Date to be reviewed: September 2013