**PURPOSE**

Piddle Valley CE First School seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Typically these may include parent and community volunteers, invited speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, official school photographers and commercial sales people.

Concurrently we recognise our duty of care to provide a safe environment for the students, staff and parents of Piddle Valley CE First School.

**BROAD AIMS**

* To provide a safe and secure environment for the students, staff, parents and resources of Piddle Valley CE First School.
* To establish protocols and procedures to effectively monitor and managed volunteers and visitors, whilst not compromising the open and inviting nature of our school.

**GUIDELINES TO VOLUNTEERS & VISITORS**

 All visitors and volunteers are required to report to the School office prior undertaking any activity within the school. Any visitor wishing to speak to a pupil must do so through a school staff member.

 Visitors are required to sign the ‘Visitors’ book and will be assigned a ‘Visitors’ lanyard which they must wear at all times within the school. Similarly, they are required to report to the School office at the end of their visit to return their badge and to ‘sign out’ in the visitors’ sheet.

All visitors to the school will be asked to read the ’Safeguarding and Health and Safety’ Leaflet on arrival and sign to confirm this has been read and adhere at all time to the schools safeguarding procedures.

 Visitors within the school who have failed to follow this process will be reminded to do so.

 Salespeople and those delivering goods will be directed appropriately by the School office staff.

 Visitors providing services to the school such as tradespeople and consultants who may work

independently of school personnel, will be asked to present identification to confirm their identity and position of work; observe the schools ‘sign in’ and ‘sign out’ procedures’ ; wear a ‘Visitors’ badge at all times and observe the school’s Safeguarding and Health and Safety procedures while on site.

Any visitors providing services to the school who do not have identification will need to be supervised by School Administration staff on their visit.

 Parents, grandparents and other family members who volunteer in classrooms or excursions/trips are required to be under the supervision of a teacher at all times.

 Parents who volunteer regularly in classrooms will also be required to complete an enhanced DBS check.

 Other volunteers, such as grandparents, aunts, uncles are required to be

under the supervision of a teacher during their time in school.

VOLUNTEERS

 Volunteers are required to sign the ‘Visitors’ sheet and similarly, they are required to report to the

School Administration at the end of their visit to ‘sign out’.

 The Headteacher has the discretion to decide who volunteers and on what basis.

VISITORS

 Visitors, such as parents and community members, are actively encouraged to participate in school

activities and will be invited to do so through the School Newsletter and website, notices, written

invitations and personal approaches, as well as informally through conversation and opportunity.

 Visiting speakers are in attendance by invitation only. They will be well briefed about the nature of

the school and its community by the Headteacher or Teacher in Charge and should be prepared to respect the range of views held by our pupils andtheir families.

  The Headteacherl is responsible for ensuring that parental consent is obtained for contact with pupils by approved organisations (e.g. instrumental music) during school hours.

 The School Administration office is the school’s major public space and parents are welcome to visit this area at any time to:

* Organise the collection of their child/children by completing the pupil absence request sheet
* Make appointments to see staff
* Make enquiries about school operations
* Pay accounts or complete other tasks that require the support of our administration staff

RISK MANAGEMENT

 Visitors and volunteers entering the school will be provided the directions, and made aware of any

construction works which may impact upon their safety or comfort. School Administration staff,

Headteacher or the Teacher in Charge of organising the visit will provide this advice.

 The school’s emergency procedures will ensure that visitors within the school at the

time of emergency or practice drill will be identified and directly appropriately.

UNAUTHORISED VISITORS

 Visitors who are not listed on school records and who wish to see a pupil will not be given access to them. The Headteacher or member of the SLT will explain the school’s policy and then request the individual to leave the school grounds.

 Under the Summary Offence Act 1966, the principal reserves the right, and has the authority to

prohibit any potential visitor from entering or remaining with in the school, and also has the authority to invite or exclude people from using or being within the school’s boundaries outside school operating hours.

N.B: For the purpose of this policy, visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.

This policy will be reviewed regularly as part of the school’s review cycle.

Reviewed by J Browne September 2017