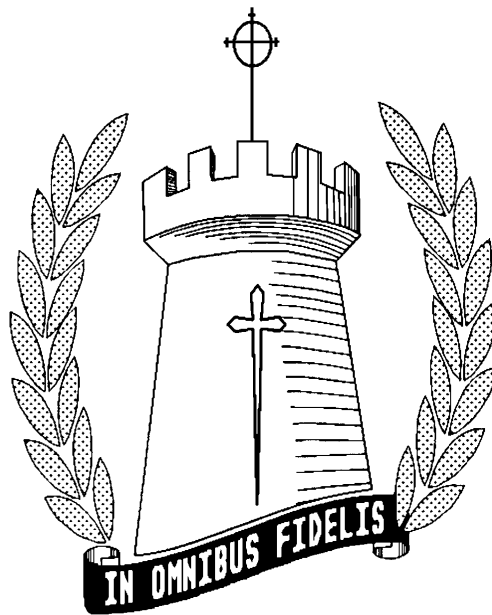


# ST. DAMIAN'S RC SCIENCE COLLEGE



## Visitors Policy

<b>Approved by Governors:</b>	<b>November 2017</b>
<b>Date to be reviewed:</b>	<b>Annually</b>

# Visitors Policy

**St Damian's RC Science College welcomes visitors.**

## **Rationale**

It is, and will remain, St Damian's RC Science College policy to welcome visitors to the school. However, the school also recognises its responsibility to ensure that pupils may learn in an educational environment free of unnecessary disruption that is safe for children and staff, preserving the privacy rights of pupils, minimising disruptions to the educational process and maintaining order and security on its premises. All visitors have a duty to take reasonable care of themselves and others whilst on the premises.

## **Policy**

Visitors to the school should report to the office on arrival. Proof of identification may be requested. A visitor's book will keep a record of each visitor, the purpose of the visit, time of arrival and departure. Visitor's badges will be provided for visitors to wear and must be returned to the office at the end of the visit. There is a separate book and badges for the school's governors. To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made. Members of the staff who are expecting visitors should ensure that the office is aware of the appointment. All visitors are admitted at the discretion of the Head Teacher.

All visitors must adhere to the instructions given by any member of staff. The Head Teacher will decide whether the visitor needs to be accompanied for the duration of their visit. Unaccompanied visitors should either have a current DBS (FORMALLY CRB) check on file with the school or be a visitor from an organisation whose members are subjected to DBS (FORMALLY CRB) checks.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Head Teacher. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality. Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information. Any visitor who has concerns about any aspect of their visit should bring this to the attention of the Head Teacher.

All visitors must have regard for the health, safety and security of everyone and everything on the premises. A copy of the St Damian's RC Science College's 'A guide to Health and Safety' will be made available. If a visitor is to be restricted to specific areas of the school, then this will be made clear.

Supply Teachers will be made aware of the 'Information for Supply Teachers' folder available from the Headteacher's PA.

Where possible, visits by Contractors, especially for maintenance, should be made at times when the pupils are not on the premises.

## **Governor Visits**

Governor visits are an important part of the life of the school and the work of the governing body. It is through purposeful visits that governors, teachers and children can develop healthy relationships which are built upon knowledge and trust. Through these visits, staff and governors can also confirm their shared aims and their common purpose of working together for quality education.

Governor's visits should normally be by arrangement with the Head Teacher. Governors will be encouraged to visit the school as often as they can with a view to:

- keeping informed about practice in the school
- offering support for the Head Teacher, teachers, ancillary staff and children
- sharing any personal knowledge, skill or expertise that could benefit staff or children.

Information from visits is to be treated confidentially but it may form the basis for constructive discussions about the work and life of the school. Governors should, therefore, be encouraged to discuss what they have seen with the member of staff concerned or with the Head Teacher. This is to be done in a spirit of mutual enquiry and for the purpose of developing shared understandings.

#### **Advice to ensure successful visits**

1. Plan each visit by deciding beforehand what you want to achieve and whether you wish to see a class being taught, look at the work of a whole department or review the implementation of a particular school policy.
2. Agree with the Head Teacher and staff about the purpose of your visit.
3. Ask for relevant background information so that you can familiarise yourself with what the school is trying to do.
4. If making a classroom visit, arrange to see the member of staff at a mutually convenient time (even if it is just to say "thank you").
5. On the day of the visit, start the visit with a meeting with the Head Teacher. This will ensure that you are informed about any last minute changes in the arrangements.
6. If making a classroom visit, make sure you know which lesson will be in progress.
7. Do not sit at the back of the room as if you are inspecting the lesson. Get involved without being obstructive.
8. If you have questions about what is going on, do not disturb the teacher whilst he or she is teaching; make a note and ask later.
9. Classroom observation is about observing the children, their interaction with the teaching material and with each other. It is not a role of the governor to assess or report on the ability of the teaching staff or assistants.
10. Finish your visit with a meeting with the head Teacher if possible, just to let him or her know how you got on.
11. It is always good to send a thank you note to the staff and pupils you visited. They will remember you and it will help to build relationships.
12. Share your findings and perceptions with the other governors at the next Full Governing Body meeting.
13. Evaluate your visit. Did you actually achieve what you set out to? How has the visit increased your knowledge? Will your visit require any further action?  
Ideally the governing body should, on a regular basis, review which areas of school life have had governor visits and identify which areas therefore need to be visited in the near future.

## **General Statement displayed**

In order for us to ensure the safety and well being of our college community we have the following expectations;

- All visitors must report to reception to sign in and be issued with a visitor's badge.
- Upon arrival, all visitors will be welcomed at Reception and accompanied by an adult through the school to their destination.
- All visitors should be informed of and adhere to the:
  - No Smoking Policy.
  - Procedures for Emergency/Fire Evacuation etc.
  - Equalities Policy and must not victimise, discriminate or harass
- All visitors moving around the site must wear a visitor's badge.
- Any visitors on site who are not recognised, or who are not appropriate will be politely asked their business and required to report to reception. Any visitor without an appropriate reason for being on site will be asked to leave the premises.
- We expect all visitors to behave in a reasonable way towards all members of the school community and will not tolerate any negative behaviour such as aggression, threatening behaviour, verbal and or physical abuse. Visitor who display such behaviour will be asked to leave the premises.

## **SOME IMPORTANT INFORMATION FOR VISITOR:**

- Enter and leave the classroom as quietly as possible.
- Do not interfere with any school activity during visitation.
- Never ask students for personal information such as, address, phone number, social security number, email, etc. Personal information must be attained through the local district office.

## **Parent/carer/community and other visitors:**

St Damian's RC Science encourages close links with parents and the community. We believe that pupils benefit when the relationship between home and school is a positive one. This view is one that is shared by other stakeholders within our community, as identified through our parental surveys.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, threatening behaviour, verbal and or physical abuse towards a member of the school community.

Our school expects and requires staff to behave professionally in these difficult situations, and to attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all member of the school community have the right to work without fear of violence and abuse, and the right in an extreme case, of appropriate self-defence.

We expect parents/carers and other visitors to behave in a reasonable way towards other members of the school community. This policy outlines the steps that will be taken where parent/carer/visitor behaviour is unacceptable.

**Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community:**

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Speaking in an aggressive/threatening tone
- Physically intimidating, e.g. standing very close to her/him
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting, e.g. slapping, punching or kicking
- Spitting
- Racist or sexist comments
- Breaking the school's security procedures

Unacceptable behaviour may result in the Police being informed of the incident.

**Procedures**

When a parent/carer or member of the public behaves in an unacceptable way during a telephone conversation, staff at the school have the right to terminate the call. The incident will be reported by staff to the Senior Management Team. The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to verbal abuse. The school may warn the aggressor, ban them from the school, and/or contact the police.

When a visitor behaves in an unacceptable way in person towards a member of the school staff a member of the Senior Management Team will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedure should be followed. Where all procedures have been exhausted, and aggression or intimidation continues, or where there is an extreme act of violence, the discussion will be terminated and the visitor will be asked to leave the school immediately. The police will be called if necessary. A visitor may also be banned from the school premises for a period of time, which will be determined by the school.

Prior to being banned the following steps will be taken:

- The parent/carer will be informed, in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached.
- The Chair of Governors will be informed of the ban.
- Incidents of verbal or physical abuse towards staff may result in the police being informed, and may result in prosecution.

**Conclusion**

If a parent/carer/visitor is intimidating, threatening or aggressive towards a member of the school community any interaction will be terminated immediately and the person will be instructed to leave the premises. Further action may be taken by the school.

St Damian's RC Science College will take action where behaviour is unacceptable or serious and breaches our related policies.