



1. INTRODUCTION

The School encourages parents and other citizens to visit Molescroft Primary School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the School has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect 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. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school operates and the challenges facing the school, and an increased sense of collaboration and cooperation between the community and the school. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. 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 visitors presence and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

2. USUAL VISITORS

- Parents/Carers of pupils in school and those interested in admitting pupils.
- Adults seeking employment in school
- Teachers/students from other educational establishments on experience visits
- Tutors of Students on placement
- Students on placement
- Officers of the LA
- Contractors
- Professional Agencies
- Governors



3. REASONS FOR VISITS

- Invited for a tour of the school
- Invited to visit a specific lesson
- Taking a specific lesson
- Attending a specific meeting
- Attending a public event
- Taking lunch with pupils
- Working with specific pupils
- Working on site
- Visiting Staff

4. GENERAL REQUIREMENTS FOR VISITORS TO SCHOOL

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.

All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed indicating that all visitors are required to register with the school office and obtain authorisation.

All visitors shall be requested to wear an appropriate form of identification when on school premises. Badges are available for those who do not have clear identification of their own.

Whenever possible, visitors should obtain authorization from the Head Teacher in advance. At the discretion of the Head Teacher, such prior authorisation may be required.

Visits may be prohibited at certain times such while standardised testing or other assessments are being conducted.

All school visitors must comply at all times with the School's policies, administrative rules and regulations.



5. EXCEPTIONS TO VISITOR REQUIREMENTS

Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from requirements in A. 1-5 above.

6. VISITORS TO CLASSROOMS AND OTHER INSTRUCTIONAL AREAS

Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of Head Teacher or as otherwise deemed necessary by the Head Teacher. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:

- remaining in a designated place or seat
- refraining from speaking to students while the class or activity is in session
- refraining from entering or leaving the area while an activity is underway
- requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
- requiring that the visitor be chaperoned
- limiting the duration of the visit to particular times or length of time
- limiting the activities of the visitor to a particular purpose(s)
- designating particular routes of travel in the building or upon the school grounds.

Visitors wishing to conference with teachers during the course of the school day are encouraged to make arrangements in advance.

Parents are not encouraged to meet with Teachers at the start of the day (unless it is vital) as this disrupts the clear start to the day. Parents may approach teachers at the end of the school day.

Parents of children in the Foundation Year are encouraged to train their children to move from the cloakroom to the classroom alone. From Year 1 onwards parents are asked not to accompany pupils into the cloakroom.

6 PUPIL VISITORS

All requirements for visitors apply to pupils with additional considerations to be applied at the discretion of head teacher. Under most circumstances, pupil visitors are discouraged during the 'pupil day' unless accompanied by a parent/carer.



Visitors to School Policy

15th May 2007

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 from the Head Teacher.

7 SPECIAL SITUATIONS

Both custodial and non-custodial parents of pupil 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 to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

8 LUNCH TIME VISITORS

Parents/carers and Grandparents are welcome to take lunch with pupils. To arrange this they must reserve lunch by telephone by 10:30am. Visiting diners must sign in at Reception. They should wear a visitor's badge. They only have access to the dining areas and should not accompany pupils anywhere else in the school.

9 CRB CHECKS

All Volunteer Helpers and any individual employed on a short term basis to work with pupils must, like all staff and Governors have a valid CRB check. These are reviewed every three years.

Visitors who are in school for a "one off" visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a CRB check, but must be chaperoned. Staff from agencies including charities coming to school to work with children must have a CRB check.