



School Visitor Policy

INTRODUCTION

At St. Mary's PS we welcome visitors and recognise the value they add to the life of the school. However, we also recognise our responsibility to ensure that we provide an environment that it is safe for both pupils and staff whilst preserving the privacy of pupils, minimising disruptions to the educational process and maintaining order and security on the premises.

This policy is part of our Pastoral Care documentation.

DEFINITION

A visitor is anyone not employed directly by the school and includes contractors, temporary / supply staff, volunteer workers, students, outside professionals, governors and parents(outside normal drop-off/collection times).

PROCEDURES

The entrance to the school is kept locked throughout the school day except for break and lunch times when pupils are in the playground and visitors have to press a buzzer and be let in by a member of staff. **Pupils are not permitted to admit anyone to the school.**

PLANNED VISITS

Members of staff who have arranged a visitor ensure that the Principal's consent is sought in advance and provide details of the visit to her so that arrangements can be made. All visits are at the discretion of the Principal. When agreeing a visit to a classroom the Principal will consider the following:

- Will the visitor's contribution enhance the education experience of the pupils?
- Will it add a dimension that the teacher alone cannot deliver?
- Can the visit be accommodated without significant disruption to the running of the school?

Once a visit is agreed, the class teacher ensures that the visitor is given a copy of the school's Visitors Information booklet. The Class teacher and the visitor also discuss the aims/objectives of the session, any preparatory / follow-up activities, resources provided and how the session will be evaluated. This preparation process is concluded with the completion of a Visitor Form which is retained in school.

UNPLANNED VISITS

To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made. We do not receive sales representatives, without prior arrangement, at any time.

ALL VISITORS

On admittance all visitors must:

- Report immediately to school reception or to the Principal if there is no-one at the reception desk;

- Produce identification if required to do so;
- Sign the visitors book;
- Read our Visitor's Information Booklet;
- Sign out and return the badge before leaving.

Temporary/Supply staff are also made aware of our "Information for Supply Teachers" folder which is available in each classroom.

It is the responsibility of the staff member who allows the visitor admittance to make sure that this happens.

CONFIDENTIALITY

Photography or digital recording in any form will only be permitted at the discretion of the Principal. This may be due to Data Protection law, to preserve copyright or to maintain confidentiality. In addition, to preserve confidentiality visitors must not pass on any information obtained on their visit without the advanced permission of the Principal.

Any visitor who has concerns about any aspect of their visit must bring this to the attention of the Principal.

POLICE CHECKS

For the purposes of Child protection, any person who visits the school regularly as a volunteer is checked through the ACCESS NI system.

Visitors to the school who are visiting as part of an outside organisation will have been ACCESS NI checked for suitability to work with children by their own organisation and this is confirmed in advance of their visit.

REVIEW

The effectiveness of this policy will be evaluated as part of the annual staff training for Child Protection

This School Visitor Policy has been prepared by the Principal in consultation with the full school staff.

Adopted by the Board of Governors of St. Mary's PS at a meeting held on

Adopted on: November 2024

Next Review: November 2028

Signed:  _____

(Chair of Governors)