



## VISITOR POLICY

Visitors are always welcome to our centre and we strive to exude warm hospitality to make their experience a happy and purposeful one so that they will want to return

We anticipate all visitors to respect and uphold the centre's ethos. In line with our values, we will not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of Race, Gender, Faith, Sexual Orientation etc.

To fulfill the centre's obligation and support Every Child Matters philosophy of 'Staying Safe', necessary safeguarding procedures will be implemented.

### Aims

The learning opportunities and experiences that visitors can contribute to the life and work of the centre are encouraged and appreciated.

The aim of this policy is to ensure that these visitors are received in the centre in an appropriate and safe manner and that the security and wellbeing of pupils and staff is uncompromised at all times.

### Key Visitors

Below are examples of a wide range of visitors who visit our centre to benefit and complement whole centre programs and enrich learning.

- Volunteers who carry out services in an unpaid capacity (e.g. Parents, Reading Friends);
- Students who are carrying out activities as part of their unit of study (e.g. Workexperience);
- Individuals/groups carrying out a service within our centre (e.g. L.A., SEN support from Educational Psychologist, Behaviour Support Team etc.);
- Support for student health and wellbeing – for example, health professionals;
- Individual/groups who will be paid directly by the school e.g. Maintenance, ICT support services etc.
- Directors and advisers/inspectors monitoring the work of the centre;
- Guest Speakers and Individuals who are invited by the centre.

### Procedures

The 'Visitor Policy' provides guidance to ensure that the visitor's participation in the centre derives the greatest benefit and that the visit is managed well, consistently and is understood by all participants.

- All visitors must report to the main Reception and present their ID;
- The visitors' book must be signed in, stating the nature of visit and time of arrival;
- Guest speakers or individuals invited to work with children or conduct assemblies must fill in the 'Visitor Consent Form';
- An identification badge will be given from the office;

- The Manager will be consulted prior to contacting visitors or finalising arrangements;
- The Manager must be informed of their arrival and before any activity commences;
- Where appropriate, visitors to the centre must have had the relevant security checks (List 99/ DBS / Extremist checks) and a record of these checks will be kept in the office;
- All visitors working with the children must be made aware of the centre's Confidentiality Policy;
- A member of staff will be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures are followed;
- Contractors must ensure they liaise with the Manager with regard to health and safety issues. e.g. where pupils will be working, walking etc.
- All visitors must sign the visitors' book when leaving the centre for fire drill purposes;
- We also welcome any visitors' oral or written comments with regard to their welcome and receptiveness, the ethos of the centre etc.
- If any unknown person(s) are walking around centre at any time during the day without a badge, staffs are expected to politely approach them and ask them if they have reported to the office. Staff should accompany them to the office so that appropriate action is taken;
- Any unauthorised visitors must be reported to the Manager who will contact the Police.