PCT Education Services

Positive Progression for All

Visitor Policy

Date policy approved	August 2021	
Next review date.	August 2022	
Approved by: Headteacher	Sally Alden	
Approved by: Governor	David Lloyd	

Aim

To ensure the safety of students, staff and visitors who visit the school. This policy needs to be read inline with the current COVID 19 policy and safeguarding child protection policy.

Development Process

The member of staff responsible for overseeing and reviewing this policy is the Headteacher.

This policy has been drawn up in consultation with teaching staff, learners, Governing Body and members of the wider school community.

Location and Dissemination

The policy can be found in the staff induction handbook. This document is freely available to the entire school community.

Rationale

The purpose of inviting visitors into the school needs to be clear.
Reasons could include:
- Raising awareness of an issue
- Providing expertise
- Building links with the community
- Giving students an opportunity to work with adults outside of the school
- Raising the profile of the school
- Support home/school working
- Public relations
- Enhancing the curriculum
- Part of staff training
- As a resource
- Support students

What the Visitors Needs to Know Before they Visit

Visitors could gain information on the following:
- School safeguarding policy
- DSL and procedures
- Number and age of students they will be working with
- Aims and objectives of the visit

What the School May Need Before the Visit

Visitors need to provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials.
Enhanced DBS information if required alongside qualifications.
If a visitor does not have a current DBS they must be supervised at all times and the Headteacher will conduct a risk assessment.

Checkpoints for Teachers Organising a Visit
- Has the external contributor been made aware of relevant policies.

- How will the external contributor be made aware of the school's ethos and values?

Has the external contributor been made aware of:

- The size of the group
- The age and nature of the group/class, e.g. ability, ethnicity, gender, sexuality, religion and individual special circumstances
- Any relevant issues regarding special educational needs
- Child protection and confidentiality issues
- Ground rules usually followed in the classroom
- The aims/objectives of the session(s)
- What preparatory activities will take place
- What follow up will be provided
- How the sessions will be organised
- What resources are available
- How the sessions will be evaluated
- Safety/fire drill procedures

All visitors should:

- Sign in on arrival and wear a visitor badge / or their official identification.
- Be taken by a member of office staff / wait in the entrance to meet the member of staff they are visiting.
- In the event of an emergency that requires the building to be evacuated, assemble at the designated place which is displayed in each room. Office staff will bring the visitor's book to check all visitors are safely evacuated.
- Sign out at the office on leaving and hand in the visitor badge.
- Visitors to school are DBS checked and office staff ask to see paperwork of anyone new to the school before adding their detail to the 'confidential list of DBS checked visitors.
- Regular visitors are issued with the school's 'Safeguarding Advice for Volunteers and Visitors' this is also on the front of the signing in book.

All staff should:

- Challenge a visitor to school who is not wearing a visitor's badge to check who they are and the purpose of their visit to school. They should then ask them to collect a visitor's badge from the office or make their official identification visible.

Confidentiality

When working in a classroom situation, visitors are bound by relevant school policies. Privacy should be protected and inappropriate personal disclosures, should be discouraged by negotiating ground rules and using distancing techniques.

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Behaviour management

PCT Education Services specialises in meeting the needs of some of the hardest to reach young people across two counties. Students that attend our school have had sporadic education in the past and often feel let down by adults. Trust takes time. Students feel safe at our school because of the supportive non-judgemental attitude from well-trained staff. This is achieved through a consistent approach and supportive frameworks. Alongside a shared set of values and ethos that is critical to delivery. Therefore, if possible, regular visitors need to read PCT Education Services values and ethos policy.

We welcome visitors to our school, but some students find new people hard to accept; this often affects behaviour. All positive social interaction is encouraged as this build's confidence and trust in others.

PCT Education Services has a comprehensive behaviour management policy. All services follow the positive reinforcement approach; rewarding positive behaviour and smart choices, giving NO energy to negative behaviour. The schools' ethos is built around positive reinforcement and modelling appropriate behaviour, building trusting, respectful relationships.

The prevention of incidents within school requires that staff know the young people and develop an understanding of their potential trigger points for unrest. It also requires that they spend time with young people in order to supervise them and to get to know them, building trust and respect. Staff will therefore do the following:

- Refuse to energize negative behaviour. Rather than react with elevated energy, attention to disruptions and outbursts that distract children from their 'inner wealth', strive to neutralise negative behaviour through immediate, concrete and uncharged responses consistent with the harmonious environment we want to maintain. This can be in the form of a 'reset' or 'time out.'

- Offer extra time with an adult if a young person may benefit from this.

- Be alert to potential triggers for unrest and use diversion tactics such as a change of environment or activity, or removal of "audiences" when a potential situation is developing.

- Ensure they obtain support from other staff if necessary.

- Be clear and consistent in relation to boundaries.

- Use positive responses and positive reinforcement where possible.
- Offer a young person a way back from a situation before it gets more difficult.
- Restrictive physical intervention during an incident is a last resort and will only be used:

    1. When a young person is placing themselves at risk.
    2. When a young person is placing other people at risk and others can not be removed from that risk.

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3. When there is a threat of serious damage to property.

This can only be carried out by a fully trained member of PCT Education Services staff. Staff receive Norfolk County Council's 'Step On' training to promote positive reinforcement, and 'Step Up' training to allow staff to use physical intervention as a last resort to keep people safe.

Visitors have a duty to keep themselves and others safe. Please report any concerns to a member of staff and any safeguarding concerns to the DLS.