

VISITORS POLICY

Policy Statement:-

Harris Middle School aims to actively encourage the development of responsible links with the local community to enrich the lives and learning of the students as well as the staff.

Aims:

The main aim of our policy is to provide the students with a safe, secure and stimulating environment in which to learn and develop.

Code of Conduct:

- All Visitors are expected to work within the schools policies and ethos. This includes policies on Safeguarding, Confidentiality, Child Protection and Behaviour
- Visitors must be signed in at the front office and be issued with a badge which must be displayed at all times, and sign out on leaving school premises.
- Once signed in, visitors are to be seated in reception where they can await the designated member of staff.
- All visitors, whilst on school premises, must act in a highly respectful and responsible manner to both staff and students. They must refrain from abusive language and aggressive behaviour
- Whilst on school premises, visitors should be accompanied by a designated member of staff unless permission has been granted for them to do otherwise by a member of the Senior Leadership Team.
- All visitors agree to follow any instructions issued by Suffolk County Council in force in any of its institutions
- All visitors agree to follow instructions given to them by the Headteacher or any designated person.
- No visitor will be allowed to be in sole charge of any group of students unless they have a current CRB certificate and the permission of the Headteacher has been given
- The school reserves the right to escort any visitor off the site at any time whose presence constitutes a risk to the safety or well being of any member of the school community.
- Should a visitor flout the above rules, or deliberately oppose them, the school reserves the right to ask the visitor to leave. Should he or she refuse to leave the police will be summoned to eject the visitor from the site.
- Any visitor not displaying a valid identify badge may be questioned by a member of staff who is not satisfied may accompany that visitor to the front office to have his or her identity and right to be on site verified.

- Visitors on site during a fire alarm must follow instructions issued by staff so the building can be speedily and safely evacuated. Visitors will be taken to a safe, designated area and accounted for by a member of the secretarial staff.
- At the end of a visit, or when temporarily leaving the site, all visitors must sign out and return any identity badges issued to them by the school.
- Visitors may not smoke in the school or in the school grounds
- Dogs are not allowed in the school or the school grounds (except guide dogs, or police dogs)
- Parents or carers must come to school reception if they wish to speak to their children during the school day – please do not approach children on the site during the school day.
- Parents and carers must ensure that their children adhere to the rules of the school

We hope that parents/carers and other adults that visit the school will support staff in encouraging good behaviour, politeness and good manners in the children by exhibiting this behaviour themselves.

Date: March 2009

Review: Spring 2010