WALTHAMSTOW MONTESSORI SCHOOL

VISITORS TO SCHOOL POLICY

As a school we encourage parents/carers and other citizens to visit Walthamstow Montessori School and believe 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/carer involvement, a better understanding of how the school operates including 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 Principal and Deputy Head of School 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 Principal and Deputy Head of School considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils. Appropriate administrative rules 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/carers 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.

USUAL, BUT NOT REGULAR VISITORS

o Parents/Carers of pupils in the school and those interested in sending their child to the school.

o Adults seeking employment in school

o Teachers/students from other educational establishments on experience visits

o Tutors of Students on placement

o Students on placement

o Officers of the Local Authority/other regulatory bodies ie, Ofsted, Early Years

o Contractors

o Professional Agencies such as those supporting or observing a child who has been identified as needing intervention.

REASONS FOR VISITS

o Invited for a tour of the school

o Enhancing the curriculum

o Invited to visit a specific lesson

o Taking a specific lesson

o Attending a specific meeting

o Attending an event

o Working with a specific pupil

o Working on site

o Staff training

o Visiting Staff

GENERAL REQUIREMENTS FOR VISITORS

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a pupil currently enrolled in that building.
2. All visitors shall report to the school office when arriving or leaving the school premises.
3. All visitors are required to sign and date the visitor logbook and sign out upon departure.
4. Whenever possible, visitors will obtain authorisation from the Head of School in advance.
5. At the discretion of the Principal, prior authorisation may be required.

6. Visits may be prohibited at certain times.
7. All school visitors must comply at all times with the School's policies, administrative rules and regulations.

EXCEPTIONS TO REQUIREMENTS:

Parents/carers or visitors who have been invited to visit school as part of a scheduled open evening, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities taking place outside of school hours are exempt from requirements in 1-4 above.

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 Principal or as otherwise deemed necessary by the Principal. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:

o remaining in a designated place or seat

o refraining from speaking to pupils while the class or activity is in session

o refraining from entering or leaving the area while an activity is underway

o requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.

o requiring that the visitor be chaperoned throughout the visit

o limiting the duration of the visit

o limiting the activities of the visitor to a particular purpose(s)

o designated particular routes of travel in the building or upon the school grounds.

Parents/carers are encouraged to meet with teachers at the start or end of the day rather than during school time, unless it is vital, to minimise disruption to lessons and activities. Parents/carers may arrange to meet teachers by making an appointment through the school office.

SPECIAL CIRCUMSTANCES

Both custodial and non-custodial parents/carers of pupils have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent/carer seeks permission to visit, the school shall make every effort to notify the custodial parent/carer in advance of the visit. The Principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the education and or well-being of the children and staff. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

CONTRACTORS:

Wherever possible, maintenance work carried out on site is outside of pupil access hours. However, there are times when this is not possible such as in an emergency or a delivery or a routine check.

These visitors are required to meet the school's safeguarding requirements at all times including the following procedures:

All contractors are required to sign and date the visitor logbook and sign out upon departure.

ID must be presented in relation to their employment. A telephone check may be made to the relevant employer to confirm Identity.

If contractors are expected to be engaged in any on-going work then DBS checks must be undertaken first.

DBS CHECKS

Any Volunteer Helpers and any individual employed on a short-term basis to work with pupils must, like all staff, have a valid DBS check.

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 DBS check, but **must be chaperoned at all times**.

Staff from agencies including charities coming to school to work with children must have a DBS check.

The Single Central Record is a document which details all adults who have regular contact with our pupils. The school ensures that no person deemed unsuitable to work with children will have access to the pupils in our school.

An induction briefing will be undertaken with all volunteers or one-off visitors to ensure they understand fully key policies and procedures, and that the safeguarding and welfare needs of the children come first.

This policy is linked with Safer Recruitment, Confidentiality, Safeguarding, Use of Mobile Phones and Health and Safety policies.

This policy was adopted on dated: 1st March 2016

Date last reviewed: 14th September 2026

Date to be reviewed: 14th September 2027