

Osmani Primary School



Reach For The Stars

Visitors in School Policy

Last Review Date: Summer 2016
Next Review Date: Summer 2017

Our Motto
★ **Reach for the Stars**

Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support Articles 2, 12, 15, 19, 24, 27, 28, 29, 31 of the United Nations Convention on the Rights of a Child.

Articles 2/12: We respect the right to be listened to and listen to others.

Articles 19/24: We respect the right to feel safe at school and help others feel safe.

Article 28: We respect the right to learn and let others enjoy their learning.

Articles 15/31: We respect the right to join in and be part of a team.

Article 29: We respect the right to develop our potential and to do it with a growth mindset.

Article 27: We respect the right to look after our own and others property.

Our Values

- ★ Striving
- ★ Teamwork
- ★ All Included
- ★ Responsibility
- ★ Success

★ **Striving**

Our aim is that we are a school that:

- **uses our Growth Mind-set (learning from mistakes and always willing to have a go)**
- **never gives up and always find ways of improving**
- **enjoys challenges and aims high**

★ **Teamwork**

Our aim is that we are a school that:

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- encourages and supports each other to be the best we can be
- learns from each other
- listens to and respects each other's ideas

★ All Included

Our aim is that we are a school that:

- has high expectations of everyone
- encourages everyone to take an active part in learning and life of our school
- nurtures and celebrates what makes each and every one of us unique

★ Responsibility

Our aim is that we are a school that:

- takes ownership of the choices we make
- takes ownership/charge of our own learning
- looks after each other and our school

★ Success

Our aim is that we are a school that:

- provides an education that encompasses academic, creative, social, emotional, physical and cultural development.
- celebrates our efforts and achievements.

Equal Opportunities and the Single Equality Scheme

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their **ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.**

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

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Visitors in School Policy

Osmani Primary School is committed to making the use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum. Visitors will always be made to feel welcome in school.

Start / end of day

Here at Osmani the main gate is opened at 8:40am. Children are welcome to come into school ground from this time and are expected to line up in the assembly area. At 8.48am, the Lead SLT member for the day will blow the first whistle, this indicates that children stop and line up quietly, at the second whistle the class teacher take the children up to the classroom. The school gate is shut at 9:00am. The school takes responsibility from the time the first whistle is blown.

The main gate is opened at 3.00pm and parents/ carers are welcome to come into the school to wait for their child / children on the playground. Class teachers will release children to the parent / carer. Teachers will cease to be responsible for children once they have been released to the parent / carer.

After School Clubs

Children are released from After School Clubs by the member of staff running the club at the main door into the school building. The member of staff ceases to be responsible for the child as soon as the child is released to the parent / carer (children are released one at a time from the door).

Parents / Volunteers/Work Experience

- Parents / volunteers will be directed by a member of the school staff.
- The Assistant Head with responsibility for training and parental engagement will meet with the parent / volunteer prior to the delivery of the programme to discuss these issues and to be satisfied that the parent / volunteer/work experience candidate is competent to carry out the agreed work. This will be confirmed in writing outlining the main purpose of the programme and setting out the roles and responsibilities
- All parents / volunteers/work experience candidate will be briefed with regards to Safeguarding, confidentiality and Health & Safety specific to the school.
- DBS clearance will be requested if the volunteer is in school on more than three occasions to support in any one month.
- The staff suitability form will also be completed.(Disqualification by Association)
- Parents / volunteers/Work experience candidates are requested to sign in / out at the office in the Visitor's Book (even if they have already been in school to drop a child off)
- Parents / volunteers/ Work experience candidates should refer any behavior issues displayed by a child to a teacher or TA immediately and not attempt to deal with it themselves.

Professionals

- Professional from the Local Authority and Specialist Agencies requiring to work unsupervised with a pupil, should bring in a copy of their DBS and photographic ID on the first visit (to be recorded on the Single Central record).

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- After the initial visit photographic ID will suffice. If they do not have their DBS then they must be accompanied at all times by a member of Staff. Possible Local Authority employees may include: Educational Psychologists, Educational Welfare Officers, Advisory Teachers, School Improvement Officers, Peripatetic Music Teachers, SEN Officers, Safeguarding Children Service, Social Workers, Youth Offending Workers
- The staff suitability form will also be completed.(Disqualification by Association)
- In an emergency situation when a Social Worker or Police Officer is called by the school, a photographic ID or Police badge should be given as ID. Verification should be sought by phoning the Social Worker or Police Officer's main office if any uncertainty.
- According to the latest Local Authority advice, if any visitor is to be regularly working with pupils in school more than 3 times a month, then they go through the DBS procedures and should not be allowed to start until ISA first check (previously List 99) clearance has been obtained.

Contractors

- Contractors need to sign in/out before being introduced to the Headteacher or Premises Manager in Charge who will provide relevant access to the site as is required.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.
- Any contractors on site who are not recognised, or who are not appropriately badged should be politely asked their business and escorted back to the office.
- All visitors must return the visitor's badge before leaving the site and sign out

Training

- The school is a training center for Reading Recovery.
- At the first training session, the trainer will go through the school, safeguarding and H&S procedures.
- Trainees need to sign in before being directed to the training room.
- Trainees will be expected to adhere to the school's Health and Safety regulations.
- Trainees must return the visitor's badge before leaving the site and sign out

Educational Visitors (in classrooms/Assemblies) Appendix 2

- The school will ensure any visitor is adequately vetted in line with current regulations the protection and safety of the children will always be paramount
- Prior to inviting or allowing a visitor into the school, a search of the visitor would be carried out online to check if they are known in the public domain and if there are things the school should be concerned about e.g extremist views etc. If there is anything concerning issues, the Designated safeguarding officers will decide if the visitor is allowed into the school or not.
- Educational Visitors should sign in / out in the Visitor's Book in the School Office. They should either have a photographic ID or a school visitor's badge.
- If the Education Visitor has been invited by the class teacher or TLL, they will meet them at Reception, in order to brief and take them to the location of the lesson.
- If an Educational Visitor will be working with the children on more than three occasions then a DBS will be applied for.

The pupils will be encouraged to be actively involved in the planning and preparation for the visit and also to reflect on the visit and the process after its completion

Prior to the visit, visitors will be advised of the aim of the session and why they have been asked to be involved. The visitor will be given a summary of the education the pupils have already received in the given topic and what the future learning goals are

- The visitor will also be given the relevant information on the number of children involved, their ages, the time allocation and any resources they will have available

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- The teacher should ensure that the visitor is used to the maximum potential and will ensure the visitor understands the needs of the pupils.
- The teacher should go through any relevant policies with the visitor
- The teacher will remain with the visitor and be part of the experience to allow appropriate follow up work to take place. If the visitor refuses to have a teacher present then the visit will not be allowed to go ahead. The visit cannot address the pupils unless a teacher is present.
- Visitors should refer any behavior issues to the class teacher or TA.
- All Educational Visitors should have a briefing. If they have been invited into school by a Teaching and Learning Leader (TLL), they will be responsible in ensuring that the visitor is briefed about school's safeguarding and H&S policies.
- The school retains responsibility for Health and Safety of pupils.

Planning

A thorough planning will be done before inviting a visitor into school by using the booking form for IN SCHOOL- projects/ visitors/sports coaches/concerts/visiting artists or musicians and OUT of SCHOOL events as part of the project. **(Appendices 3 and 4)**

The class teacher will ensure that:

- the work of the Educational Visitors follows school programmes for curriculum and extra- curricular activities
- sessions are pre planned with clear Learning Objectives
- the activities and equipment are suitable for the age, ability and size of the group
- the activities are suitably differentiated and inclusive for the group
- there is a formal record of sessions to aid future planning

And for curriculum activities that:

- appropriate assessment of pupils' progress is made in discussion with the Educational Visitor (where appropriate)
- appropriate reporting of pupils' progress and attainment is made in discussion with the Educational Visitors (where appropriate)

If the Education Visitor has been invited by the class teacher or TLL, they will ensure that the Educational Visitor is aware of relevant Local Authority and school procedures and policies. In particular:

- Health and Safety
- First aid, accident and emergency procedures
- Behaviour Management procedures
- Child Protection procedures
- Confidentiality
- Dress code (both pupils and Educational Visitor)

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Sports Visitors

Osmani Primary School is committed to encouraging all pupils to be actively involved in physical education and formal sport and is keen to develop partnerships with various sporting organisations' to enhance the opportunities for its pupils.

- Sports Coaches should sign in / out in the Visitor's Book in the School Office. They should either have a photographic ID or a school visitor's badge.
- **On the first occasion of attending the school, the PE TLL will meet them at Reception, in order to brief and take them to the location of the lesson. The PE TLL will go through the:**
- Health and Safety
- First aid, accident and emergency procedures
- Behaviour Management procedures
- Child Protection procedures
- Confidentiality
- Dress code (both pupils and Educational Visitor)

Role of school in recruitment of paid coaches (Sport Visitors):

The school must affirm that they have:

- a current national Governing Body qualification in the activity they wish to deliver (i.e. the level of award that the national governing body recommends a coach can work independently, usually level 2)
- undertaken appropriate Child Protection training
- current public liability insurance cover for a minimum of £5 million
- Enhanced DBS clearance
- appropriate experience of working with young people
- two character references (one of which should be from a local Sports Association or Governing Body)
- where school is contracting an agency for services the school will set out a clear and detailed contract for these services and ensure that the agency's liability insurance cover is satisfactory. The agency will be required in this contract to find a replacement coach if the agreed standards are not met.
- be aware of and follow Local Authority and school policies
- work within the sports coach UK Code of Ethics and Conduct for Sports Coaches
- visit the school prior to delivery and meet the designated teacher and agree the programme
- ensure the activities are suitable for the age, ability and size of the group
- ensure the activities are suitably differentiated and inclusive for the group
- inform the school of any incidents that occur
- complete school documentation when required e.g. registers, accident report forms

The Sport Visitor should maintain a portfolio that includes:

- coaching certificates for National Governing Bodies
- Child Protection accreditation
- Education Awareness certificate
- a valid certificate of insurance
- Enhanced DBS clearance

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- a record of coaching young people
- letters of reference
- NGB License or registration documentation
- the school will be able to seek advice and guidance on the use of visitors from the Tower Hamlets School Sports Partnership.

Role of the School- Briefing, Planning and Delivery:

All Sport Visitors should have a briefing and a designated teacher will be appointed who retains overall responsibility for the work (usually the class teacher). The school retains responsibility for Health and Safety of pupils.

The school will ensure that:

- the work of the Sport Visitors follows school programmes for curriculum and extracurricular activities.
- sessions are pre planned with clear Learning Objectives
- the activities and equipment are suitable for the age, ability and size of the group
- the activities are suitably differentiated and inclusive for the group
- there is a formal record of sessions to aid future planning.

And for curriculum activities that:

- the programme of study for the physical education national curriculum is fulfilled
- appropriate assessment of pupils' progress is made in discussion with the Sport Visitor (where appropriate)
- appropriate reporting of pupils' progress and attainment is made in discussion with the Sport Visitor (where appropriate)
- The school will ensure that the Sport Visitor is aware of relevant Local Authority and school procedures and policies. In particular:
 - Health and Safety
 - First aid, accident and emergency procedures
 - Behaviour Management procedures
 - Child Protection procedures
 - Dress (both pupils and Sport Visitor)

Roles & Responsibilities

The school will ensure that:

- All visitors get a copy of the summary policy (**Appendix 1**)
- the roles and responsibilities of visitors and teachers are clearly defined.
- there is an agreed period of and level of supervision which will be determined by competency
- remuneration and method of payment is agreed (where applicable)
- if the visitor is using their vehicle to transport pupils all matters relating to insurance, taxation and road-worthiness of the vehicles has been assured. The parents of the pupils involved in these journeys must have given written consent prior to the journey
- the equipment and facilities are safe and in good repair
- the facility and equipment requirements regulations are confirmed

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- a review is scheduled to evaluate the success of the programme and the performance of the visitor
- the visitor is informed of any relevant information about the young people involved in the activities (medical, emotional)
- for agency contracts the quality of provision is in line with the standards agreed in the contract

Unknown/Uninvited Visitors to the School

- any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site
- they should then be escorted to Reception to sign the Visitor's Book and be issued with an identity badge. The procedures for invited visitors then apply
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher (or Senior Teacher if Headteacher not available) will consider the situation and decide if it is necessary to inform the police
- if an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Complaints-Disciplinary Procedures:

The employer is responsible for disciplinary issues. Disciplinary issues for volunteers will be the responsibility of the school.

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Visitors' Policy

WELCOME TO OUR SCHOOL

'Osmani Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'.

NOTICE TO VISITORS

All visitors must:

- Follow school procedures whilst on the premises
- Sign in at the designated area and receive a Visitor Pass and wear it visibly.
- Visitors will be met in the Reception Area and directed into the building by a member of staff
- Hand in your Visitor Pass and sign out when you leave the building

Safeguarding children

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

Health & Safety

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others.

Classrooms

Do not enter classrooms unless directed by a member of staff or by prior arrangement.

Emergency

Fire Evacuation Procedures are clearly displayed around the school. If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point in the infant playground. Do not re-enter the building until you are told it is safe to do so.

Accidents

Any illness, injury or accident must be reported to the school office.

Smoking

It is against the law to smoke on school premises or outside the school gates.

Property or vehicle

The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

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Presentation and Conduct

All visitors are expected to dress appropriately and conduct themselves in a professional manner towards all stakeholders.

Equalities Policies

The school aims to provide equal access for all children to all areas of the curriculum and to work within the single equality framework/scheme. Every effort is made to implement equality of opportunity for every child regardless **of race, age, disability, religion or belief, gender or sexual orientation** – in the classroom, playground and all communal areas (within the constraints of the building).

Outside of normal school hours

The member of staff organising visits outside of normal school hours will be responsible for allowing the visitor access to the school. The responsibility for the visitor rests with the member of staff organising the visit and rules applying to visitors are to be enforced by the member of staff.

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Appendix 2

Educational Visitors (in classrooms/Assemblies)

- The school will ensure any visitor is adequately vetted in line with current regulations the protection and safety of the children will always be paramount
- Prior to inviting or allowing a visitor into the school, a search of the visitor would be carried out online to check if they are known in the public domain and if there are things the school should be concerned about e.g extremist views etc. A screenshot of the webpage will be taken as evidence of search. (See Appendix 4 for Record of search template)
- If there is any concerning issues, the Designated safeguarding officers will decide if the visitor is allowed into the school or not. Educational Visitors should sign in / out in the Visitor's Book in the School Office. They should either have a photographic ID or a school visitor's badge.
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- The visitor will also be given the relevant information on the number of children involved, their ages, the time allocation and any resources they will have available
- The teacher should ensure that the visitor is used to the maximum potential and will ensure the visitor understands the needs of the pupils.
- The teacher should go through any relevant policies with the visitor
- The teacher will remain with the visitor and be part of the experience to allow appropriate follow up work to take place. If the visitor refuses to have a teacher present then the visit will not be allowed to go ahead. The visit cannot address the pupils unless a teacher is present.
- Visitors should refer any behavior issues to the class teacher or TA.
- All Educational Visitors should have a briefing. If they have been invited into school by a Teaching and Learning Leader (TLL), they will be responsible in ensuring that the visitor is briefed about school's safeguarding and H&S policies.
- The school retains responsibility for Health and Safety of pupils.

The school has informed me of its expectation about my conduct whilst working with the pupils of Osmani Primary School. I agreed to conduct myself in line with the expectations.

Name:

Signature:

Organisation/Company:

Date:

Please return one signed copy to the School Business Manager

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Appendix 3

Booking form for IN SCHOOL- projects/ visitors/sports coaches/concerts/visiting artists or musicians and OUT of SCHOOL events as part of the project.

All projects/ visitors/sports coaches/concerts/visiting artists or musicians must be approved by Penny before being confirmed or arranged.

1. Do a google search to check if the visitor is known in the public domain for any safeguarding issues including extremist views.
2. Make a time to speak to (*not email*) the Deputy Head in the Deputy's office about the project.
3. Fill in the booking form/s and bring to the meeting
4. Check central diary together
5. If OK discuss with the Phase manager/s and Head/s of Phases concerned who will discuss it with CTs
If this is a cross phase or whole school –send to SMT to discuss.
6. If there are any problems come back and see Deputy head
7. When approved email form to
 1. Admin Officer
 2. cc Head of Phase and Phase Manager
 3. cc CTs

Form 1 of 2

Booking form for IN SCHOOL- projects/ visitors/sports coaches/concerts/visiting artists/musicians

Person with overall responsibility- TLL/SMT		
<u>Google search carried out and screen shot taken</u>		
Have you checked for any recent published reports, statements or speeches made by the individual, and are you satisfied that the content is not in any way contrary to the ethos of the school?		
Have any such statements been retracted or apologies publically given? If any concerns exist, staff should refer these to the designated CP lead in the first instance		
Class or year group		
Key stages		
Groups of children		
Staff involved		
Do you need SEN TAs		see Deputy Head first
Do you need TAs who are also MMS?		see HLTA first
Are you taking staff who run clubs?		
Does this affect the TAs lunchtime?		
Dates and times		
Does it affect PPA times? L&M time? Meeting times?		
Locations required		
Does the visitor require the 1 visitor parking space available		
Does it affect other timetabled events e.g. gym slots, hall slots, partners, swimming times, other events		
Equipment needed		
Resources		
Who will organise resources?		
Does it involve out of school trips? Yes- go to Form 2 on next page		
Agreed and discussed with Deputy Head, HoP and Phase Manager		If there are no problems email to Admin Officer.

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Form 2 of 2**Booking form for OUT of SCHOOL- visits as part of project or club, sports trips, cross phase trips e.g Pupil Parliament, attendance trips, G&T trips etc**

Person with overall responsibility- TLL/SMT		
Are they going out on the trip?		
Class or year group		
Key stages		
Staff involved- list		
Does it affect PPA times? L&M time? Meeting times?		
Are you taking an MMS?		Have you confirmed this with HLTA?
Do you need SEN TAs?		Have you confirmed this with Deputy Head?
Do you need TAs who are also MMS?		
Are you talking staff who run clubs?		
Does this affect the TAs lunchtime?		
Dates and times		
Will you be late back? Does it involve children after hours?		
Will children miss out on other events/swimming lessons/etc		
	Who will organise	
Tube/train tickets		
Coach		
Additional adults		
Permission letters		
Packed lunches		
Does this project finish with a celebration?	Who will be invited?	
Agreed and discussed with Deputy Head, HoP and Phase Manager		If there are no problems email to Admin Officer.

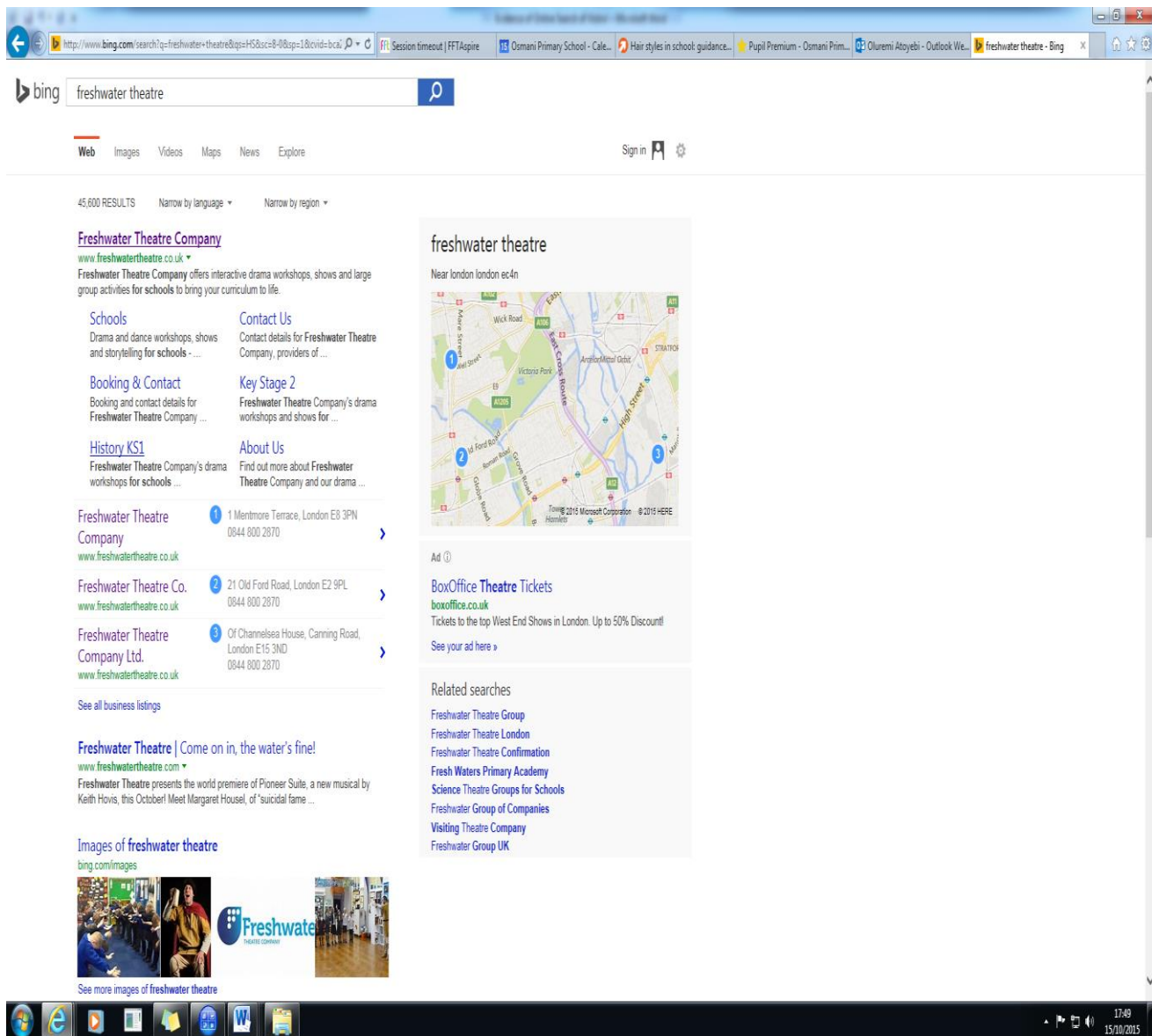
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Appendix 4

Evidence of Online Search of Visitor

Name of Visitor/Organisation: Freshwater Theatre

Name of Teacher/TLL conducting search:



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