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Reach For The Stars

Visitors In School Policy

Our Motto

Reach For The Stars

Our 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.

Our Rights

- ★ **Article 19:** We have the right to be safe.
- ★ **Article 28:** We have the right to quality education.
- ★ **Article 12:** We have the right to give our opinion and listen to others.
- ★ **Article 15/31:** We have the right to join in and be part of a team.
- ★ **Article 29:** We have the right to develop our personalities, talents and abilities.
-

Our Values

★ **S**triving **T**eamwork **A**ll Included **R**esponsibility **S**uccess ★

★ 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:

- **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 cooperation, sharing and mutual respect.

This policy supports the school in addressing all article/s of the UN Convention on the Rights of the Child.

Visitors in School Policy

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

Start and End of the School day

Here at Osmani, the main gate opens at **8:30 am**. Children are welcome to come into the school ground from this time and are expected to line up in the designated assembly area. At 8.48 am, 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 takes the children up to the classroom. The school gate is shut at 8.51 am. The school takes responsibility from the time the first whistle is blown.

The main gate is opened at **3.15 pm** 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 red barriers in the infant playground. 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).

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 candidates will be briefed about 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.

- 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 behaviour issues displayed by a child to a teacher or TA immediately and not attempt to deal with it themselves.

Professionals

- Professionals from the Local Authority and Specialist Agencies required to work unsupervised with a pupil, should bring in a written confirmation from the employer that they have been cleared by DBS and photographic ID on the first visit (to be recorded on the Single Central record).
- After the initial visit photographic ID will suffice. 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, and Youth Offending Workers.
- 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 there is 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 about 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 sometimes used as a training centre for courses such as Reading Recovery and ECT ICT training.
- At the first training session, the trainer will go through the school's 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

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 are any concerning issues, the Designated Safeguarding Lead/s 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.
- All visitors to school who will be working with children must provide a valid DBS.

- 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
- 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 visitor cannot address the pupils unless a teacher is present.
- Visitors should refer any behaviour 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 the school's safeguarding and H&S policies.
- Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, send texts, or take photographs or recordings of pupils, their work, or anything else which could identify a pupil while children are present/during contact time.
- Use of personal mobile phones is restricted to **non-contact time**, and to areas of the school where pupils are not present (such as the staffroom).
- The school retains responsibility for the Health and Safety of pupils.

Planning

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)**

The teacher will ensure that:

- the work of the Educational 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:

- 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)

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 will be expected to show a copy of their DBS to the School Business Manager.
- 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 the recruitment of paid coaches (Sports 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 in working with young people
- two-character references (one of which should be from a local Sports Association or Governing Body)

where the 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 on 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 Sports Visitor should maintain a portfolio that includes:

- coaching certificates for National Governing Bodies

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- Child Protection accreditation
- Education Awareness certificate
- a valid certificate of insurance
- Enhanced DBS clearance
- 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 Sports 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 the Health and Safety of pupils. The school will ensure that:

- The work of the Sports 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 Sports Visitor (where appropriate)
- appropriate reporting of pupils' progress and attainment is made in discussion with the Sports Visitor (where appropriate)
- The school will ensure that the Sports 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 Sports Visitor)

Roles and 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 and level of supervision which will be determined by competency
- remuneration and method of payment are agreed upon (where applicable)
- if the visitor is using their vehicle to transport pupils all matters relating to insurance, taxation and roadworthiness of 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

- 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 needs etc)
- 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 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 is 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.

Appendix 1: VISITORS POLICY

NOTICE TO VISITORS: 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'.

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 office as quickly as possible, and ask to speak to the Designated Safeguarding Lead.

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.

Mobile phone

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, send texts, or take photographs or recordings of pupils, their work, or anything else which could identify a pupil while children are present/during contact time. Use of personal mobile phones is restricted to **non-contact time**, and to areas of the school where pupils are not present (such as the staffroom).

Property or vehicle

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

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

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 are 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.
- 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.
- All visitors to school who will be working with children must provide a valid DBS.
- 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.
- 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 behaviour 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 for ensuring that the visitor is briefed about the school's safeguarding and H&S policies. The school retains responsibility for Health and Safety of pupils.
- All visitors will adhere to school policy on mobile phone use and ensure they do not make or receive calls, send texts, or take photographs or recordings of pupils, their work, or anything else which could identify a pupil while children are present/during contact time.
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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:

Last Review Date: Summer 2026

Next Review Date: Summer 2027

Please return one signed copy to the School Business Manager

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. Check the central diary to ensure there are no clashes.
3. Make time to speak to (*not email*) the Deputy Head in the Deputy's office about the project.
4. Fill in the booking form/s and bring it to the meeting
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 the whole school –send it to SMT to discuss.

6. If there are any problems come back and see the Deputy head
7. When approved email the form to

1. Admin Officer
2. cc Head of Phase and Phase Manager
3. cc CTs

8. Use the Premises Manager Prep document if you need chairs and or equipment to be set up.

Form 1 of 2		
Booking form for IN SCHOOL- projects/ visitors/sports coaches/concerts/visiting artists/musicians		
Name of event/project:		
Person with overall responsibility- TLL/SMT		
Class or year group		
Key stages		
Groups of children		
Dates		
Times		
Do CONSENT LETTERS need to go out to parents?		
Staff involved–please list their names		
Do you need LSAs for children with complex needs? Name of child		
Name of LSA: Kemi and Rehana		
Do you need TAs who are also welfare assistants? Please ask them if they do lunchtime duty.		
Are you taking staff who run clubs?		
Does this affect the TAs lunchtime?		
Does it affect PPA times?		
TLL times Meeting times?		
Have you read the Visitor's policy and adhered to all the procedures? Googled the visitor. Sent the visitor the Visitors policy and asked them to read and sign and send it back?		
Locations required (Halls, Gym)		
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, Speech therapist, other events If children are in therapy, have you let Eunice know well in advance?		
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 Penny, HoP and Phase Manager		

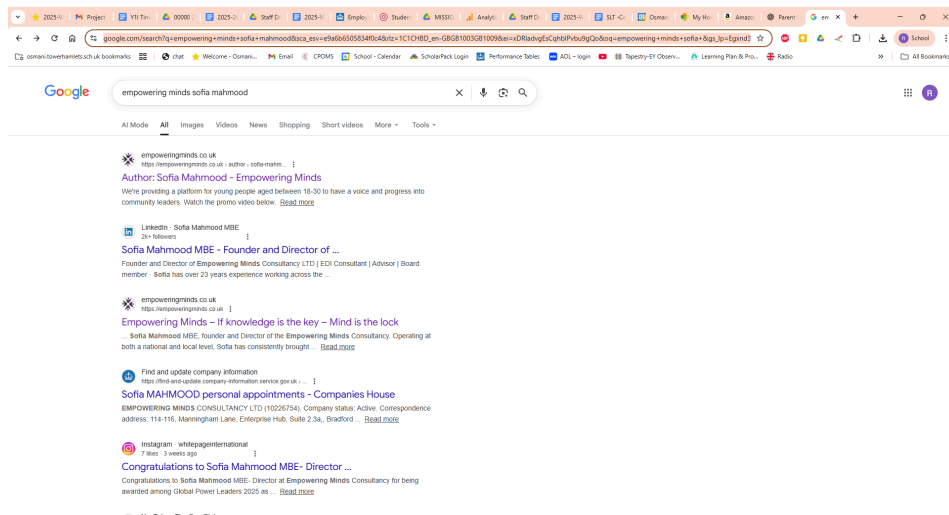
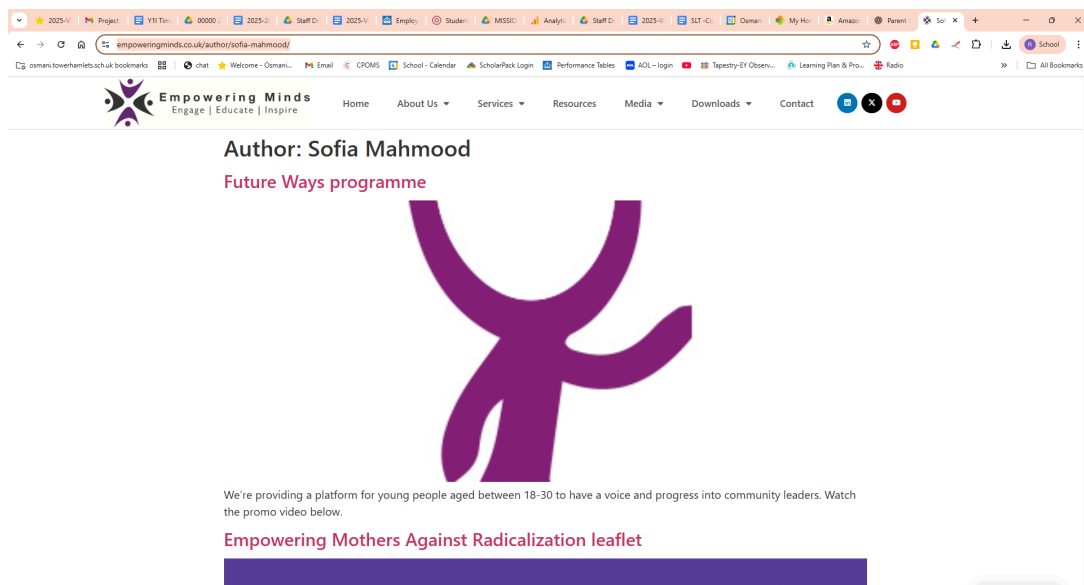
Form 2 of 2 Booking form for OUT of SCHOOL- visits as part of a project or club, sports trips, cross-phase trips e.g Pupil Parliament, attendance trips, G&T trips etc		
Name of event/project:		
Person with overall responsibility- TLL/SMT	NA	
Class or year group	NA	
Key stages	NA	
Groups of children	NA	
Dates	NA	
Times	NA	
Do CONSENT LETTERS need to go out to parents	NA	
Staff involved-please list their names	NA	
Do you need LSAs for children with complex needs. Name of child of LSA	Name	NA
Do you need TAs who are also welfare assistants? Please ask them if they do lunchtime duty.	NA	
Are you taking staff who run clubs?	NA	
Does this affect the TAs lunchtime?	NA	
Does it affect PPA times? TLL time? Meeting times?	NA	
Does it affect other timetabled events e.g. gym slots, hall slots, partners, swimming times, Speech therapist, other events If children are in therapy, have you let Eunice know well in advance.	NA	
Have you read the Visitor's policy and adhered to all the procedures? Googled the visitor. Sent the visitor the Visitors policy and asked them to read and sign and send it back?	YES	
Will you be late back? Does it involve children after hours?	NO	
	Who will organise	
Tube/train tickets	N/A	
Coach	N/A	
Additional adults	Yes Sadia	
Permission letters	Yes	
Packed lunches	N/A	
Does this project finish with a celebration? NO	Who will be invited? No	
Agreed and discussed with Penny, HoP and Phase Manager		If there are no problems email to Kousar.

Google Search

Appendix 4: Evidence of Online Search of Visitor

Name of Visitor/Organisation: Empowering Minds

Name of Teacher/TLL conducting search: Remi Atoyebi 12.01.26



Monitoring

This policy will be monitored through e.g. planning, book scrutiny, lesson observations, moderation meetings, drop in by the SLT, learning walks, focus groups, end of unit assessments as well as keeping abreast of national policy changes.

Evaluation

Last Review Date: Summer 2026

Next Review Date: Summer 2027

This policy will be evaluated through termly or annual reports by the post holder to the Headteacher and Governing Body. This evaluation will also inform school priorities.