



Windsor Park CE Middle School

Learning for Life

"Teach me good judgement and knowledge"

Psalm 119:66

Visitors in School Protocol

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Respect ∞ *Resilience* ∞ *Responsibility*

OUR VISION

Learning for Life

“Teach me good judgement and knowledge”

Psalms 119:66

As a Church of England school and a founding partner in the Uttoxeter Learning Trust community, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms and encourage pupils and staff to live life in all its glory and flourish.

OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: ‘teach me good judgement and knowledge’ Psalm 119:66*
- 4. Foster respect for all God’s children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils’ and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

Respect ∞ Resilience ∞ Responsibility

Visitors provide a range of services and support to schools. This may include interaction with individuals and small groups of students in a range of different activities.

The purpose of this protocol is to assist Windsor Park Middle School to utilise visitors from the wider community to provide services directly to students or in support of students, appropriately, safely and in accordance with good management practice.

Key Definitions

Visitors – people from the wider community who provide services directly to students or in support of students.

Utilisation of visitors

Visitors' services or activities must have a clear educational purpose, add value to student learning, compliment the whole school program and be undertaken in accordance with this framework.

Support provided from visitors may include:

- Enrichment and specialist support for students.
e.g. music tuition, sport development.
- Support for student health and wellbeing.
e.g. health professionals and monitoring.
- Support Staff.
e.g. ICT support. Administrative
- Work experience for students interested in the teaching profession.

There may be circumstances where visitors need to have access to personal information about student's circumstances. Visitors may also have access to information about Windsor Park School and/or departments which is not public knowledge and which is inappropriate for disclosure. This information must be kept confidential.

DBS

Disclosure and Barring Service is a check of a person's national criminal history record. When planning to engage a visitor, the Head Teacher must access each activity the visitors will undertake, the context in which each activity will take place and the school's duty of care and responsibility, to determine whether a screening check is necessary.

DBS will not be required if:

There is direct supervision by a teacher and the visitor remains within eyesight, earshot and in close proximity of the teacher.

DBS will be required if:

There is limited supervision by a teacher or a duty of care assessment indicates that the visitor should be screened. There could be an ongoing contact with same group of children or individual pupil.

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Protocol

Before engaging visitors, Windsor Park will make available our protocols to protect the right of students to learn in a safe, well organised environment and to provide a good practice framework for the delivery of programs and activities.

As a visitor you will

- Carry a recognised form of identification. All visitors will be required to wear a visitors' badge which they will be issued with when signing in at reception. The badge must be returned to reception at the end of the visitors' specified period of service. (Visitors badges will be stored in a secure place when not being used).
- Complete the 'Signing in Book' recording the dates of attendance and start and finishing times. The 'Signing in Book' will be located at the front office in reception.
- Enter and exit the school through reception.
- Familiarise yourself with the fire drill.
- Keep all doors leading into school locked from the outside.
- Appreciate that the Head Teacher is the spokesman for the school.
- Appreciate that students have rights and aspirations and should be treated with respect and dignity.
- Observe confidentiality in respect of all information gained through your participation as a visitor. **You should not disclose or discuss to others personal information about students, staff or student's parents or carers.**
- Accept and follow directions from the Head Teacher/contact person and seek clarification where you may be uncertain of tasks or requirements. You must familiarise yourself with department policies and guidelines on particular issues.
- Observe safe work practices.
- Report any problems as they arise to your contact person including incidents, injury or property damage.
- Where you have access to school resources, avoid waste or extravagance and make proper use of the resources at Windsor Park.

Contractors in School (see separate protocol)

All contractors notify school in advance to make an appointment. To be accompanied by member of staff unless Entrust/Authority approved. Companies to send notice in advance names and confirmation of disclosure check. As far as possible contractors to be booked for school holidays for work to be carried out.

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