

LANGLEY SCHOOL

VISITORS' POLICY

Langley is known to be a friendly school where good practice amongst the staff is the norm. For this reason we get a large number of professionals visiting the school. We also have numerous school, college and university students on placements. Additionally, we frequently invite outside speakers to visit and talk to the children in support of curriculum activities. Parents are also encouraged to visit the school.

Access

The reception foyer ensures control of access to the school. All visitors are required to sign the visitors' book and wear a visitors' badge whilst on the premises. This is both for pupil and staff safety and for fire evacuation purposes.

Criminal Records Bureau

All staff are DBS vetted. Students in child centred further and higher education will be DBS checked and their colleges will confirm this.

The governing body has decided not to request full DBS checks on all volunteers and visitors to the school, but have stipulated that they should never be left in sole charge of children.

Our Child Protection Policy addresses the importance of not working one to one in closed rooms. Visitors will be made aware of the Designated Senior Person (DSP) in relation to Child Protection and the Deputy DSP and informed of the Whistle Blowing Procedure.

Confidentiality

Visitors to the school will be asked to be professional in their attitude to reporting what has happened during their visit to Langley. Adults at Langley are informed of relevant elements of children's private lives on a need to know basis. Visitors will need to know even less; however, they may be informed about any current upset in a child's life, for example the death of a grandparent or family pet.

Induction

Students on placement and volunteers will go through an induction programme that will cover health and safety and school procedures. It will be made clear what is expected of them and what they can expect to gain from their time at Langley.

Special Needs Issues

Visitors, volunteers and students will receive information about the range of special needs catered for at Langley. The format of this information will depend on the nature of the visit to school.

Conclusion

There is no doubt that the children at Langley enjoy having visitors to the school. We will continue to seek out opportunities to expand the children's experiences. We will do our best to promote the school and to welcome visitors, whilst keeping the children safe.

Reviewed January 2017