

VISITORS POLICY

Stanbridge Earls School receives visitors for many different reasons on a daily basis.

At times we are able to utilise visitors to the School as an educational resource. We value their contribution and welcome the opportunity to draw upon the wider community and to benefit from the unique contributions that can be made to the knowledge, understanding and experience of the pupils. However difficulties may arise with visitors who are not accustomed to Schools and in order to match expectations to needs it is necessary to follow guidelines. Therefore, to minimise the apprehension that, undoubtedly, some speakers do experience, and to maximise the educational benefits that can be derived from presentations by visitors the following guidelines should be followed:

1. The Deputy Headmaster – Pastoral and Reception (White Hall in the Main House front entrance) should be informed, in advance, of the date and name of the visitor. Welcome messages will be published on the School's electronic signage where possible.
2. Where possible, requests for evidence of CRB clearance should be made prior to a visitor entering campus. If this is not possible, a visitor should be escorted around the School campus at all times and must not have unsupervised access to pupils.
3. Curriculum based visitors/speakers should be given advance notice of the composition of the audience/target group and an idea of how their contribution fits into the scheme of work.
4. In order to inform the visitor of the precise requirements of a group it is advisable for the group to draw up questions in advance and these should be forwarded to the visitor. This will make the experience more relevant and facilitate planning.
5. All visitors to the School must park in the car park and then sign in at reception, prominently display a 'Visitors Badge' which should be worn at all times on the School campus, and will then be escorted to the appropriate venue.
6. If a visitor is going to return to the School on a regular basis they should still sign in, in the normal way.
7. After the visit the visitor will sign out at reception, return the 'Visitors Badge' and will then be escorted to the exit.
8. Where appropriate, a written acknowledgement of their contribution should be sent to the visitor and appear in the School Newsletter.

This policy is reviewed annually.

R J Bailey
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