



## **VISITOR POLICY**

Visitors are always welcome in our setting and we strive to exude warm hospitality to make their experience a happy and purposeful one so that they will want to return

We anticipate all visitors to respect and uphold the setting's ethos. In line with our Islamic values, we will not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of Race, Gender, Faith, Sexual Orientation etc.

To fulfill the setting's obligation and support Every Child Matters philosophy of 'Staying Safe', necessary safeguarding procedures will be implemented.

### **Aims**

The learning opportunities and experiences that visitors can contribute to the life and work of the setting are encouraged and appreciated.

The aim of this policy is to ensure that these visitors are received in the setting in an appropriate and safe manner and that the security and wellbeing of pupils and staff is uncompromised at all times.

### **Key Visitors**

Below are examples of a wide range of visitors who visit our setting to benefit and complement whole setting programs and enrich learning.

- Volunteers who carry out services in an unpaid capacity (e.g. Parents, Reading Friends);
- Students who are carrying out activities as part of their unit of study (e.g. Workexperience);
- Individuals/groups carrying out a service within our setting (e.g. L.A., SEN support from Educational Psychologist, Behaviour Support Team etc.);
- Support for student health and wellbeing – for example, health professionals;
- Individual/groups who will be paid directly by the setting e.g. Maintenance, ICT support services etc.
- Managers and advisers/inspectors monitoring the work of the setting;
- Guest Speakers and Individuals who are invited by the setting to conduct assemblies.

### **Procedures**

The 'Visitor Policy' provides guidance to ensure that the visitor's participation in setting derives the greatest benefit and that the visit is managed well, consistently and is understood by all participants.

- All visitors must report to the main Reception and present their ID;
- The visitors' book must be signed in, stating the nature of visit and time of arrival;
- Guest speakers or individuals invited to work with children or conduct assemblies must fill in the 'Visitor Consent Form';
- An identification badge will be given from the office;



- The Manager will be consulted prior to contacting visitors or finalising arrangements;
- The SMT must be informed of their arrival and before any activity commences;
- Where appropriate, visitors to the setting must have had the relevant security checks (List 99/ DBS / Extremist checks) and a record of these checks will be kept in the office;
- All visitors working with the children must be made aware of the setting's Confidentiality Policy;
- A member of staff will be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures are followed;
- Contractors must ensure they liaise with the SMT with regard to health and safety issues. e.g. where pupils will be working, walking etc.
- All visitors must sign the visitors' book when leaving the setting for fire drill purposes;
- We also welcome any visitors' oral or written comments with regard to their welcome and receptiveness, the ethos of the setting etc.
- If any unknown person(s) are walking around setting at any time during the day without a badge, staffs are expected to politely approach them and ask them if they have reported to the office. Staff should accompany them to the office so that appropriate action is taken;
- Any unauthorised visitors must be reported to the SMT who will contact the Police.