

The St Michael Steiner School

Procedure for Visitors

The school Receptionist is responsible for monitoring any visitors to the school. For the purposes of this policy, a visitor is someone who comes to the school once or occasionally, and remains on the premises for an extended period of time, i.e. more than the few minutes it takes to make a delivery¹.

Visitors include:

- Parent & Child group attendees
- Parents attending a meeting, study group or parenting course
- Parent study group or course facilitators
- Staff training providers
- Service providers
- Tradespeople
- Casual enquirers
- Student Teachers on placements²
- Advisors
- Inspectors
- Open Day attendees
- Occasional classroom assistants
- Peripatetic teachers
- Visiting speakers

Visitors fall into three categories:

- People who do not visit classrooms
- People who visit classrooms to observe
- People who teach pupils
- People who assist teachers

Visitors who do not visit classrooms

- Parent & Child group attendees

People attending Parent & Child groups should report to reception, sign in and be issued with a visitor's badge. When they leave, they should sign out at reception and hand in their badge.

- Parents attending a meeting, study group or parenting course

Parents of pupils in the school do not have to wear a visitor's badge and do not have to sign in and out if they are attending a meeting, study group or course with a member of staff. The member of staff is responsible for supervising them and ensuring that they leave the premises when the meeting is over.

¹ People making deliveries during the school day will make themselves known to the receptionist by calling the number displayed on the gate and reporting to reception.

² Student teachers on placements must be made aware by their host of relevant school policies, particularly the Staff Code of Conduct, Safeguarding and Health & Safety, in the Visitors' Handbook.

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- Parent study group or course facilitators and staff training providers

Facilitators and trainers other than members of staff must report to reception, sign in and be issued with a visitor's badge. When they leave, they should sign out at reception and hand in their badge.

- Service providers

Service providers, e.g. people servicing the photocopier, maintaining the trees, carrying out maintenance or repairs on the building etc., must report to reception, sign in, be issued with a visitor's badge and be supervised by a member of staff. When they leave, they should sign out at reception and hand in their badge.

- Casual enquirers

Casual enquirers will press the buzzer and must report to reception. They must not be allowed to go anywhere else on the premises unless accompanied by a member of staff.

All visitors must sign the visitors book³, stating:

- the time of arrival and departure
- the purpose of their visit

All visitors, apart from regular peripatetic teachers, should be issued with a visitor tag.

Visitors who visit classrooms include:

- Student Teachers on placements⁴
- Advisors
- Inspectors
- Open Day attendees

Visitors who teach pupils or assist teachers:

- Occasional classroom assistants
- Peripatetic teachers
- Visiting speakers

The content of material to be given by visiting speakers must be agreed beforehand by the teacher by whom they were invited.

Student teachers on placements and visiting teachers should receive a copy of the handbook for Visiting and Temporary Staff by email at least the day before they arrive at the school.

At no time should any visitor be left alone with pupils.

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³ The visitor's book must be GDPR compliant.

⁴ Student teachers on placements must be made aware by their host of relevant school policies, particularly the Staff Code of Conduct, Safeguarding and Health & Safety, in the Visitors' Handbook.