

## School Visitors Policy

TreeHouse welcomes visits from all interested parties, parents, family members, carers, professionals, volunteers and students. In order for the visit to be successful all concerned, we must ensure that there are procedures which are followed. Therefore the purpose of this policy is to:

1. Protect the pupils' dignity and privacy
2. Promote trust and confidence between all parties
3. Ensure that disruption to the school is kept to a minimum
4. Promote transparency of practice.

### Procedure

- Those wishing to visit the school should make arrangements in advance with the relevant school personnel stating clearly the reasons for the visit. Where appropriate, visitors will be encouraged to attend one of the organised visits, either as a potential parent (Parent Visiting Afternoon) or as a professional (Professional Visiting Afternoon).
- The headteacher should be notified of all visits to the school other than the usual review visits made by parents.
- All visitors, including parents, must be signed into the building at Reception and wear a visitor's badge throughout their visit. The visitor's badge should be returned to reception before leaving the building.
- Visitors must not be left unaccompanied in any areas accessed by pupils, this includes the minibus turning-circle and garden.
- On rare occasions incidents may occur with pupils and staff will ask visitors to leave or redirect their route. Answers to questions may need to be deferred.
- Tours should be restricted to corridors unless pre-arranged (but can enter non occupied classes / offices.)
- Visitors should not engage with our staff or children unless invited or a social approach is made by a pupil.
- Confidentiality must be a paramount consideration for visitors.
- Confidentiality must be respected by staff in terms of detail provided on individual pupils.
- Pupil issues must not be addressed with parents, visiting professionals or between staff in the reception area; a confidential space should be found.
- Where possible, visitors should not be taken to the staffroom during break times,
- Staff and pupils are to be prepared for the visitors to the fullest extent possible.
- Parental permission will be sought where appropriate.
- Professional visits in relation to specific pupils must involve notifying the parents and seeking the permission of the headteacher
- School office staff will be aware of class timetables so the whereabouts of specific children and classroom staff are always known so they can be easily located.
- Family members are welcome to visit and observe their children in class, but by prior arrangement only.
- Photos or video footage must not be taken of the children by visitors. TreeHouse will provide these if appropriate or taken by arrangement for corporate purposes.

This policy should be read alongside the following TreeHouse School and Ambitious about Autism policies and procedures:

- Child Safeguarding and Protection Policy and Procedures
- Adult at Risk Safeguarding and Protection Policy and Procedures
- Health and Safety Policy

Policy Owner	Headteacher of TreeHouse School	Date:	April-18
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