



Caversham Preparatory School

Policies and Procedures

Visitors Policy

Visitors Policy

Introduction

Caversham Preparatory School welcomes visitors to the school but expects all visitors to comply with the school policies and procedures, in particular Health and Safety requirements.

We believe the school to be part of the community and therefore welcome visits from people for a wide variety of reasons. School should also be a place for children to work and learn in a safe and secure environment and all staff are responsible for maintaining that safety.

Aims

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school visitors themselves can benefit from contact with the pupils and staff

Visitors to classes for specific purposes of contribution to topics, relating experiences, etc. are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Head Teacher prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience.

Procedure for Visitors

All visitors to the school should report to the main office and be signed in by the school secretary and given a visitor's badge.

Visiting professionals, contractors, and those working with children will have their identity checked and a record kept, see [Safer Recruitment Policy](#) for more details on the procedures.

Staff should inform the school secretary of expected visitors so that they can be recorded in the diary.

Contractors need to be signed in before being introduced to Andrew Lawson who will provide relevant access to the site as is required.

Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices and our Contractors on Site policy are followed.

No visitor should be left with pupils unaccompanied by a member of staff. This is to comply with our child protection policy.

If a visitor is to be regularly working with pupils in school, then they must go through the CRB procedures, see [Safer Recruitment Policy](#)

If a member of staff is contacted by an outside agency/individual requesting permission to visit lessons, observe teaching, etc., permission must be obtained from the Head Teacher before any agreement is made.

Speakers at assemblies/Citizenship/lunchtime meetings, etc., need to be agreed to by the Head Teacher.



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Any visitors on site who are not recognised, or who are not appropriately badged should be politely asked to identify themselves.

Use of visitors to teach aspects of the Curriculum

Where visitors are invited to deliver aspects of the teaching programme, they will be used to support not supplant, the role of the teacher and they will always be accompanied in the lesson by a teacher. Visitors are always informed of what has gone before and what is expected of them, and their role and contribution carefully negotiated to ensure it meets the needs of the pupils.

Visitors will be given a copy of the current policy relating to the curriculum area beforehand.

Visitors should be made aware of the relevant guidance concerning confidentiality.

Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Safer Recruitment Policy

Review Schedule

This policy is subject to 3 yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	January 2014	Reviewed
J Lawson	Sep 2018	Reviewed
A Lawson	Feb 2021	Reviewed
J Lawson	August 2022	Reviewed for staff CPD at the start of the new term
J Lawson	April 2025	Reviewed