

The Early Years Nursery School Alliance

**HELEN GIBSON AND CLERVAUX NURSERY
SCHOOL
AND KIDS CLUBS**

EXTERNAL VISITORS POLICY

April 24

Rationale

As an inclusive nursery we encourage the involvement of professionals from appropriate external agencies and volunteers. Involvement of external agencies and the use of volunteers in nursery enhances the curriculum in the development of the children.

Visitors always work alongside teachers, it is the duty of the executive head teacher and governing body to ensure that this duty of care is in operation.

Benefits

External visitors can offer a specialised perspective and valuable insight into particular subjects; the children have an opportunity to ask questions and gain valuable knowledge from visiting agencies.

The Role of Visitors

A visitor is any person who comes into school to take part in the delivering of education sessions; they could have specialist knowledge or particular personal experience. A visitor may also be a parent or guardian visiting a member of staff to discuss their child. Outside agencies including the following but non exhaustive list –

- Portage and pre school
- Social workers
- Speech and language therapists
- Local authority representatives
- Educational psychologists

Confidentiality

All external visitors are expected to comply with the school's confidentiality policy in the same way as the school staff. As part of our safeguarding policy, all professionals and volunteers working in school will be DBS checked.

Procedures for Visitors

At Helen Gibson and Clervaux Nursery and kids club all visitors are expected to show identification and sign the visitor's book on arrival after reporting to the secretary or member of staff. This book logs the identification of visitors and also accounts for any person who may be in the school other than regular staff in the event of an emergency evacuation. All visitors must also record their time of departure. If the visitor is from an agency all DBS checks will be made prior to them being allowed into the building. Regular visitors to nursery will be expected to have a DBS and a confirmation from their department will be made in plenty of time prior to visit e.g. Pre school and Portage workers, VI service etc. If a parent would like to volunteer more

often the once within a 30 day period they will be expected to be DBS checked. This will be done by the school. If a volunteer comes forward they must follow the LA policy and procedure for volunteers, which the nurseries have adopted.

Classroom Practice

Members of staff will be present at all times during the delivery of any session by a visitor to ensure a safe environment, the observation of ground rules, and to lessen the risk of anxiety for sensitive children.

Organisation of visits

On confirmation of a visit, the school must ensure that the visitor is informed of group sizes, venue, timing of visits, any special considerations e.g. children with special needs, age appropriateness of the session and what facilities are needed. Insurance and health and safety issues must be taken into consideration, and also the school's confidentiality policy.

Evaluation of sessions

Sessions should be evaluated, and records kept of the activities and the outcomes. This informs future relevant activities. Evaluations should be share with the visitors.

Covid

Visitors will be limited during lockdown periods or times when the school has an outbreak. Those supporting children with medical or special educational needs/ disabilities will always be allowed in to support the child.

Signed by chair of governors

Signed by Executive Head Teacher

Date