

La Côte International School



Visitors Policy

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Introduction

La Cote International School expects and encourages visitors, both for educational and non-educational purposes, from person(s) not employed by the school organisation. It is the responsibility of the school and its duty of care to the pupils' and staff safety and welfare that there is a clear procedure for visitors entering the building.

Usual visitors include:

- Parents/carers of pupils in school and prospective families
- Adults seeking employment in school
- Teachers/pupils from other educational establishments
- Contractors
- Occupational Therapists, Speech Therapists, Educational Psychologists, Social Workers, and other professionals
- Topic/ theme/ charity/ event related person(s), for example, Right to Play representatives, professional sportsmen/women
- Representatives of the building's owners and property management company
- Service providers, e.g. mail, repair etc.

Usual reasons for visits include:

- Tour of the school
- Professionals working within the school and teaching aspects of the curriculum
- Attendance at a specific meeting
- Attendance at a public event
- Professional support for specific pupils
- Working on site
- Visiting Staff and students from other schools
- Deliveries

Whilst La Cote International School believes that there are many potential benefits which can result from increased interaction with an extended school community, the school also has a legitimate interest in avoiding disruption to the educational process and protecting the safety and welfare of its pupils and staff. A balance must be achieved between the potential benefits and associated risks caused by the presence of visitors in our school buildings. Achieving the desired balance will lead to increased community/ parent involvement and a better understanding of how the school operates.

Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. The Head Teacher and Director of La Cote International School shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, they shall consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the pupils.

Appropriate administrative rules have been developed to provide guidance for school personnel so that appropriate access may be provided for those persons who enter onto school premises as visitors.

School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and the wider community.

Guidelines for Visitors

- A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a pupil currently enrolled.
- All visitors shall report to the school reception when arriving or leaving the school premises.
- All visitors, with the exception of whole school and 'open class' events, are required to register with the school reception in order to obtain authorization to remain on the school premises. They should sign out upon departure.
- All visitors shall be requested to wear an appropriate form of identification when on school premises, namely a 'Visitor' badge.
- The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, time of arrival and purpose of visit) in the Visitors' Book at Reception. The school administrator, as 'admitting adult', will take responsibility for the visitor when she is on duty. The Head Teacher will designate a member of staff to act as 'admitting adult' at times when she knows that the school administrator is not available. All visitors must be signed out when they leave the school premises.
- At no time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.
- Staff may enter details for a visitor if they know the visitor.

- If in any doubt about the visitor, the 'admitting adult' must ask the visitor to wait in the entrance porch and inform the Head Teacher immediately.
- The school administrator or a designated member of staff will check the Visitors' Book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have left the school.
- Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered. It is the duty of any member of staff to report to the Head Teacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description they can of any such person. The Head Teacher will keep a written record of such reports and details and will decide on appropriate action e.g. report to all other schools, the police and alert all staff.
- Whenever possible, visitors should obtain authorization from the Head Teacher or Director in advance.
- At times when the Head Teacher is unavailable, responsibility rests with the Deputy Head Teacher.

Exceptions to visitor requirements

Parents or persons who have been invited to visit school as part of a scheduled open house/ visit, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during after school hours do not have to sign in.

Dropping off and collection of students

- Parents of Foundation 2 students may enter the school to both drop off and collect their students.
- Parents of Foundation 1 must use the Foundation 1 outside door at each drop off and pick up.
- Parents of Foundation 1 and 2 must inform the school of any change to the usual adult pick up.
- Parents of all other students should not enter the school at the beginning or end of the day unless they have made prior appointments, or in order to make an appointment. Parents are welcome to engage in brief informal conversations about their students at the end of the day in the entrance porch when the class teacher brings their class out for collection. If weather conditions are adverse parents may wait in the foyer.
- When collecting their students from extra-curricular activities or clubs parents should wait in entrance porch or in the foyer.

- Parents who bring pupils into school after the start of the school day due to hospital, dental appointments etc. need to register at Reception. They must not leave their student without seeing the administrator or someone in authority to ensure that their student has been handed over into the safety and jurisdiction of a member of the school staff.

Parents as volunteers

- Parents who are assisting in school as volunteers must follow the signing in process but on receipt of their visitor's badge may then proceed to the class in which they will be working, which will have been organised by a member of staff by prior arrangement.

Parents as visitors

- All parents must follow the visitor's procedure and obtain visitors badges at all times. This will also be the case even if they have pre-arranged meetings with teachers and other professionals. They must abide by all procedures as they will not be known by everyone on site and will therefore be questioned by LCIS personnel if they are not wearing a visitor's badge.
- Parents and carers must not walk through the building without identification or enter classes during lesson times without prior arrangement.
- If parents wish to discuss issues with staff they may do so via letters, or request that staff telephone them during school hours. As previously noted, a meeting may be arranged with a member of staff after school. Discussion cannot take place in class in front of pupils or during lesson time.

Unknown person(s) on premises

LCIS staff have the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational programme. Any such individual shall be directed to leave the school premises immediately and the police shall be called if necessary.

The Head Teacher is responsible for ensuring that the procedures outlined in this policy are followed by all staff.