

Harlington Upper School Visitor Policy

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and visitors themselves can benefit from contact with the pupils and staff. Bearing in mind the importance of security, visitors are welcome in Harlington Upper School.

- All pupils and adults are expected to behave in a way that is respectful and courteous.
- Visitors to Harlington are required to:
 - Sign in at the reception
 - Wear a visitor badge that they are issued with by reception
 - Sign out and return their badge to reception before they leave
 - Dress in a way that is appropriate for a school setting
- Visitors will be given appropriate fire evacuation guidance on arrival at school.
- Information relating to pupils must remain confidential. If a visitor has a cause for concern the information must be passed to an appropriate adult and if the concern is of a child protection nature, advice must be sought from a senior member of staff without delay.
- Any visitors on site are expected to wear their visitor's badge - those who are not recognised, or who are not appropriately badged will be politely asked their business
- Unless visitors are CRB cleared, they will not be unaccompanied on the school premises. All visitors will be under the supervision of a named member of staff.
- Visitors will also be made aware of the context of the lesson they are to deliver or contribute to, preferably, in a planning meeting or discussion beforehand.
- If a member of staff is contacted by an outside agency/individuals requesting permission to visit lessons, observe teaching, etc., permission must be obtained from a member of the Headteacher Team before any agreement is made.
- Speakers at assemblies/Citizenship/lunchtime meetings, etc., need to be cleared by a member of the Headteacher Team
- Visitors are reminded that Harlington Upper School is a "no smoking site".

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