

**Sessay CE Primary School**  
**Policy for Helpers and Visitors in School**

**Introduction**

At Sessay CE Primary School we welcome adults into school as helpers. These adults could be governors, parents/ carers or other relatives, family friends, members of the local community, and people who have a particular talent, expertise or interest. All are welcome, regardless of gender, disability, religious or ethnic background.

**Aims**

- To extend positive relationships with all adult helpers and visitors to school
- To value and use to best effect the expertise, talents and interests of adults who come into school
- To enable children to meet and work with a wider range of people than the school staff
- To facilitate individual and group work under the teachers' direction

**Guidelines**

- The class teachers and the head teacher are responsible for co-ordinating helpers and visitors. This may be in response to an appeal for help from school, or the result of a parental/ adult enquiry
- General adult helpers may help with a range of tasks in and out of the classroom, or with educational visits and similar 'one-off' events
- All adult helpers and visitors must sign in and out of school using the Visitors' Book in the School Office
- All helpers and visitors should be aware of Fire Safety, First Aid and other relevant Health & Safety procedures
- All helpers and visitors should be aware of the school's guidance on Child Protection. Helpers and visitors will be required to undergo List 99 or CRB checks as deemed appropriate by the school's Designated Senior Person for Child Protection
- Helpers and visitors will at all times act under the supervision of a member of the school staff
- Confidentiality is extremely important. Helpers and visitors **must not** discuss any aspect of behaviour, work or teaching with anyone outside the school
- All adult helpers and visitors will be in school by prior arrangement and agreement only
- Through the Extended Schools service the school may, at times, be able to offer training which may support the work of helpers and visitors in school

**Governor visits**

As part of their responsibility to the school, the governors should plan to visit classes over the year. These visits are not about 'inspection' or making judgements on teaching and learning: it is about raising governor awareness of school life, and about helping the governors raise their own profile around school. As well as being planned in accordance with the guidelines above, these visits should have an agreed focus linked to the School Development Plan or the individual governor's area of responsibility. Governors should report informally on their visit to the next meeting of the Governing Body

**Monitoring**

The governing body and the Headteacher will be responsible for monitoring the implementation of this policy.

February 2016

***Linked policies:***

*Safeguarding*

*Child Protection*

*Performance Management*

*Confidentiality*