



## **LATHOM HIGH SCHOOL VISITOR'S POLICY**

### **Rationale**

Lathom High School seeks to create a learning community where relationships are valued and there is an ethos of courtesy and mutual respect. The school welcomes visitors and the impact they can have. This policy is underpinned by the guidelines outlining the whole school visitor's policy and procedures.

### **Aim**

- To develop an ethos in which all visitors to the school feel welcome and valued
- To ensure that students at Lathom can benefit from the contribution of visitors to the school

### **Objectives**

- To ensure that all visitors feel welcome to the school
- To ensure that all visitors are familiar with whole school procedures and routines
- To enable visitors to the school to deliver, where appropriate, a broad and balanced curriculum that reflects the individual needs of all students
- To provide visitors, where appropriate, with the support to deliver high quality lessons

### **Procedures**

- Visitors to site are limited to essential persons only and wherever possible by appointment only
- On arrival all visitors may wear a face mask before entering the building and on the corridors
- All visitors must use the hand sanitiser provided before signing in and out at the main school reception
- All visitors must sign in and out using our InVentry system
- All visitors will receive a visitors badge which they must keep with them during their visit
- All visitors to the school will undergo the appropriate safeguarding checks before coming into contact with students
- If you are concerned about a student's welfare while on site please report it to our DSL or Deputy DSL
- Specialists, therapists, clinicians and other support workers visiting students will provide interventions following the Government's guidance and the school's strict hygiene and social distancing rules
- Visitors cannot drop off student lunches, forgotten PE kits, food tech ingredients or other school resources
- All visiting supply staff will receive details on cover arrangements
- For supply staff the Curriculum Manager will provide details of the classes to be taught
- For visitors contributing to lessons a member of staff will be present in the classroom
- The subject teacher will liaise with the visitor to ensure the suitability of materials
- Subject teachers will further ensure that visitors are aware of the ability levels of the students and any potential emotional issues
- If any issues of confidentiality arise these will be passed to the appropriate member of staff

An evaluation of the sessions will be carried out by students, teacher and visitor

### **Conclusion**

The school encourages the involvement of visitors to the school. The school values the contribution visitors can make to school life and the impact they can have on students.