



Tandragee Junior High School

Policy and Procedures for Vetting and Inviting Visiting Speakers into School.

We acknowledge the importance of ensuring that any external agencies used to support our work with young people must adhere to the **values and ethos** particular to Tandragee Junior High School.

Mission Statement

The School Mission Statement has been formulated and agreed by the Board of Governors and all members of staff.

“To instil in pupils core values of Care, Courtesy and Consideration in a Christian ethos and to promote positive attitudes to learning by encouraging each pupil to develop holistically.”

School Ethos

We are a learning community with strong Christian values and a family atmosphere where parental support and involvement is encouraged. Celebrating individual, group and whole school success is important to us. We believe the effective pastoral care of our pupils is pivotal to the success of the individual and the school.

All pupils are encouraged to work hard and develop competence in a range of life skills required in their personal, social and working lives, while becoming responsible, caring and compassionate individuals. Our school motto of “Care, Courtesy and Consideration” epitomises our ethos.

It is the intention of Tandragee Junior High School that all visitors are treated with courtesy and respect and made to feel welcome during their visit. This policy sets out how this aim is balanced against the overriding duty of the school to maintain safety.

Each person in the school community has a vital role to ensure that pupils, staff and property are safe and secure.

Roles and Responsibilities:

Staff are expected to:

- Notify the main office (and the Principal/Vice Principal) when a visitor is expected in school;
- Meet the visitor at reception and check they have signed in, are wearing appropriate identification and are wearing a temporary pass;
- Ensure that visitors who do not have Access NI clearance do not have unsupervised access to pupils;
- Escort the visitor back to reception upon leaving, ensuring they sign out and have returned the temporary pass;
- Be vigilant around school and report the presence of unauthorised visitors to the Principal or member of SLT, or to reception if they are unavailable.

Office staff will:

- Keep a record of visitors by checking they have appropriate identification, asking them to sign in, giving a reason for their visit and sign out;
- Identify the reception area where visitors should wait until the member of staff they are visiting arrives to accompany them;
- Prepare a temporary pass and ask the visitor to wear it throughout their visit (identification from EA or other organisation should not be accepted as an alternative to the school's own system);
- In the case of an emergency, bring the visitor's book to designated assembly points to check all visitors are safely evacuated;
- Ask the person to sign out and retrieve the temporary pass;

Visitors must:

- Report immediately to reception upon arriving at Tandragee JHS;
- Sign in, providing a reason for their visit;
- Wear the pass provided by office staff;
- Wait in reception until the person they are visiting arrives to greet them;
- In the event of an emergency, that requires the building to be evacuated, assemble at the designated area – the front gravel pitch (following procedures on display in each classroom).
- Sign out and return the temporary pass.
- Be polite and courteous

Visitors out of normal school office hours must:

- remain in the company of the member of staff being visited at all times, until such times that they leave school or can sign in using the normal school procedures (as above).

Parents/Carers should:

- Make an appointment with the member of staff they wish to meet, prior to arrival at the school;
- Report only at reception – never go directly to a teacher's classroom;
- Encourage children to adhere to guidance under *Pupils should*;
- Avoid arranging medical appointments during the school day.

Pupils should:

- **Not** approach any stranger who is not wearing a school pass or school visitor's pass;
- Report all strangers and intruders immediately to the nearest member of staff;
- Ensure all notes are signed by their Form teacher and the Vice Principal prior to leaving school for an appointment;
- Sign out at reception when leaving, giving the signed note to office staff;
- Sign in at reception should they return to school from an appointment prior to returning to class.

Board of Governors will:

- Be aware of, review and suggest amendments to the school's Policy and Procedures for Visitors;
- Consider allocation of resources to meet DENI recommendations;
- Liaise with the EA and local PSNI in relation to matters of security.

EANI will:

- Support the school in advisory and financial capacity to ensure that necessary procedures for visitor management and security are in place.

All contributory parties/agencies will be given a copy or are made aware of the school ethos and policy (if appropriate) and should complete a **Service Level Agreement** (Appendix 1). This should be filed by the organising teacher in the Pastoral Care Pack and reviewed with each agency at an appropriate time.

Staff present during the talks/presentation should make the teacher organising the event aware if the content of the programme is in conflict with the schools ethos and values.

The following checklist (Appendix 2) will be used by the Schools Designated Child protection Officer to vet External Agencies working in schools.

TANDRAGEE JUNIOR HIGH SCHOOL CARE, COURTESY AND CONSIDERATION



Appendix 1

SERVICE LEVEL AGREEMENT FOR USE WITH EXTERNAL AGENCIES WORKING IN SCHOOLS

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Agency: _____

I/We have read the Mission Statement, School Ethos and if applicable the Policies and agree to formally adhere to their Ethos and Policies:

- in working with young people and
- in the delivery of the programmes outlined below:

I/We am/are, willing to provide **full** details of material content to:

Senior Management, Teachers, Parents, Governors and other Appropriate Bodies and agree to fully implement any changes deemed necessary by the above representatives.

I accept the right of the school to withdraw the invitation issued to support the school in the education of our Young people.

I/We formally accept the above terms of reference and in so doing I/We will acknowledge the agreement made.

Signed: _____ (External Agency)

Dated: _____

Countersigned: _____ (Principal/Board of Governors)

Dated: _____

Comments:

***CHECKLIST FOR USE OF SCHOOLS DESIGNATED CHILD
PROTECTION OFFICER TO VET EXTERNAL AGENCIES WORKING
IN SCHOOLS***

CHECKLIST	TICK	COMMENT
Accredited Body		
Copy of Mission Statement		
Personnel to be used:		
Police Check		
Official Qualification		
Key Person		
All statutory requirements fulfilled : Health and Safety Policy etc		
Sufficient insurance		
Principal informed and approval granted		
School Ethos and Mission Statement read and understood		
Service Agreement completed and signed		
Evidence of compliance with current legislation		
Established format for feedback		
Evaluation process in place		

Signed: _____

Date: _____

Vice Principal (Designated Officer for Child Protection)