

## Visits to Schools Policy

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| <b>Distribution</b>     | All employees  |
| <b>Owner</b>            | Managing Director, NAS Education and Children's Services and NAS Academies Trust |
| <b>Policy Lead(s)</b>   | Principals   |
| <b>Department</b>       | Services   |

### Purpose

The intention is to ensure that visits to schools are regulated, accompanied and vetted as appropriate to ensure the safety of all pupil/students and staff.

### Scope

To promote community links and professional partnerships whilst maintaining best interests and minimal disruption to pupil/students.

### Visits to Schools Policy - Concise Statement

Parents/carers are not regarded as visitors but as partners in the child's education. Visitors are welcomed and their contribution recognised to the role of the school. To ensure minimal disruption to pupils, visits are limited to specific individuals or groups, and these may need to be prioritised. These individuals or groups include parents of children with autism, medical professionals, professionals associated with individual pupils, professionals from other NAS/LA establishments, fundraisers, voluntary workers, students on college placements, research workers or as deemed appropriate at the Principal's discretion.

Please refer to Security in Adult Services & Schools policy for list of visitors who are entitled to enter NAS premises.

### Equal Opportunities

**All visitors must have respect for the welfare of the child including promotion of developmental, social, emotional, educational, religious and cultural needs.**

## Visits to Schools - Procedure

1. A staff member must authenticate all visitors.
2. Visitors names, business, car registration number, in and out times must be recorded in the approved visitors book, and identification badges must be worn by them at all times.
3. All visitors will be required to read Emergency Evacuation Procedures when signing the visitor's book on arrival.
4. Visitors will not to be given unsupervised access to pupil/students.
5. Should an incident occur, visitors should not attempt to become involved unless essential to prevent injury. Direction must be taken from staff and if asked to leave must do so immediately.
6. The National Autistic Society cannot accept any responsibility for personal belongings. Belongings should not be left unattended and mobile phone / similar device (such as a 'smart' watches) must be switched to silent.
  - 6.1 Each NAS service must have a local protocol on use of mobile phones / technology with camera/video capability and this must be issued to all staff.
  - 6.2 Photographs or videos are not to be taken of the people we support without their agreement to do so or as agreed in their best interests.
  - 6.3 Where staff have permission to take photographs / videos of activities with the people supported then these can only be shared with consent on NAS internal social media sites (e.g. Yammer) and with the individual's family and friends via agreed methods.
  - 6.4 Under no circumstances should any information about a person we support be uploaded onto any staff personal social media account or any other social media account that is accessible by the public.
  - 6.5 Photographs or videos must not be taken in toilets and bathrooms, changing rooms or bedrooms and should never compromise the dignity of the people supported
  - 6.6 Permission from the appropriate manager should be gained for staff to use their personal devices. Where photographs / videos are taken on staff personal devices, these must be deleted once transferred to the appropriate NAS medium / individual's supported personal accounts.
7. Principals/designated deputies reserve the right to cancel or refuse any visit if there is any risk or health and safety issue.
8. Requests for research projects to be undertaken at the discretion of the Principal, who will discuss with the Head of Research, Evaluation and Monitoring and the Director for Centre of Autism prior to agreement. A condition of any research will be that a summary of findings will be forwarded to the school on completion and prior to any publication.
9. Pupil/students confidentiality must be respected at all times and pupil/students identification must not be divulged in any staff research or projects without the appropriate consent.

## **Measure**

Audit of visitors' book

## **Visits to Schools - Reference**

Ofsted/Education Scotland

Department for Education

Care Quality Commission

Care Standards Inspectorate for Wales

Care Inspectorate – Scotland

Purchasers Contracts

Contract for the Placement of Children and Young People in Day and

Residential Independent & Non-maintained Special Schools

NAS Standard Terms and Conditions

## ***Other relevant policies and guidance***

Data Protection Policy SC-0001

Record Retention Policy SC-0002

Security in Adult Services & Schools policy SO-0257

Visits to People We Support policy SO-0329