



### **Guidelines for staff and children visiting from other settings**

#### **Introduction**

This information must be shared with visitors and the host from Stephen Hawking School.

#### **Legal Requirements**

None

#### **Aims & Objectives**

For all visiting children to have a safe and enjoyable educational experience whilst visiting Stephen Hawking School.

#### **Implementation**

It is the responsibility of Stephen Hawking School staff to:

- 1 ensure that all equipment and resources are safe and presented to all children in an accessible way
- 2 ensure that risk assessments for all areas that any visiting children may access are up to date
- 3 include visiting children within all appropriate activities
- 4 ensure that visiting staff are aware of the emergency evacuation procedure and code of conduct

It is the responsibility of visiting staff to:

- 1 complete their own risk assessments about the child/ren, their journey to and from our school and time to be spent at Stephen Hawking School.
- 2 supervise the child/ren at all times
- 3 support the child/ren to join in with class activities
- 4 remain responsible for reporting any incident or injury that may occur whilst on site at Stephen Hawking School to the child's parents/carers and to the relevant member of staff at their own setting
- 5 sign in and wear a visitor's badge on arrival
- 6 inform Stephen Hawking School of any known medical needs and to attend with the child's care plan

#### **Assessment**

N/A

## **Review**

This policy will be reviewed in line with the school's agreed review schedule.