



Haylands Primary and Preschool Visitors to School Site Policy

Date approved: 25th November 2020

Signed:

Chair of Governors: Richard Hunt

Review Date: November 2023

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site.

All visitors must respect the ethos and values of the school and follow the school's expectations of standards of behaviour.

The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objectives of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection and Safe School Policy
- Healthy and Safety Policy
- Fire Safety Policy
- Keeping Children Safe in Education (latest version)
- The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015)

Visitors Invited to the School

Before a visitor is invited to the school, both the Headteacher and Assistant Head teachers are informed, with a clear explanation as to the relevance, purpose date and time of the visit (Appendix A – check list).

Permission must be granted by the Headteacher before a visitor is asked to come into school.

Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification.

On entering, visitors must

- Enter the school building through the main door and report to Administration staff (unless a prior arrangement has been made with the Head teacher)
- Must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- Sign in at the Office.
- Must be provided with an identification badge and must wear it at all times
- Be given/shown a copy of the Visitor Information detailing information about emergency evacuations procedures, safeguarding and school routines and expectations of behaviour. This needs to be checked and implemented with the office once Covid restrictions are lifted
- Escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

On departing, visitors leave via reception and:

- Sign out
- Return the identification badge to reception

Visiting Speakers

At Haylands Primary School, we welcome speakers from our wider community to give talks to enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

The School and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The legal obligations when using Visiting Speakers and standards of behaviour expected from Visiting Speakers follow [Prevent duty guidance](#) and are set out in Appendix B and must adhere to the guidelines in Appendix C.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

In addition, the school will carry out a section 128 check which complements the DBS checks for governors. New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

A copy of the Volunteer handbook will be made available along with hard copy of policies if required. All documents are also available on the website.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the Schools Central

Record AND

- b) A current clear DBS children's barred check has been undertaken.
- c) Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge having been entered onto the visitors register). A list of such approved visitors is kept by the School Business Manager responsible for HR and the Single Central Record.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign-in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and the office/ member of the Senior Leadership is called for support.

The Headteacher or Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for. The governor for Safeguarding will be informed if there are any incidents related to code of conduct of visitors.

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As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

This policy will be reviewed by the governing body every 3 years.

APPENDIX A – Check List for Members of Staff Organising Visits from External Agencies (refer to Appendix B for visiting speaker protocol).

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Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people	
Staff arranging speakers at the school must notify the Headteacher in advance of the plans so that she can be assured that the appropriate checks are carried out to ensure messages delivered are appropriate and align with the stated values of the school.	
Check (or ask a senior member of staff to help with this) that the visitor comes from an organisation which has values which align with those of the school.	
Agree in advance for details of what the content of the talk/lesson will be.	
Before the visit, discuss with the visitor how the session/training fits in with the school's programme, scheme of work, values and ethos.	
Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session.	
Inform the visitor of: number, age and gender ratio of students/staff background, ethnicity and culture of students, special educational needs (if applicable).	
Provide access to relevant school documents e.g. Relationship Education policy and risk assessments, Volunteers handbook etc as appropriate.	
Inform relevant people of the presence and remit of the visitor, e.g. school office in advance for the diary and visitor badges.	
Inform pupils in advance of the activity.	
Provide the visitor with a named contact.	
Organise meet and greet arrangements and classroom or assembly lay out.	
Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.	
Ensure the activity meets Health and Safety guidelines.	
Ensure the visitor / external agency is thanked for their contribution and where applicable, fees are paid.	
Give pupils time to reflect on what they have learned.	

APPENDIX B – School Protocol for Visiting Speakers

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- The organiser must complete the Visiting Speaker School Form, well in advance of the visit. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine, British values or the values of the School.
- The Organiser must send a copy of the Guidelines for Visiting Speakers to the speaker in advance of their visit.
- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable.
- Staff must inform the Visiting Speaker that any presentation/material etc should be sent to the organiser in advance.
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.
- The school office will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visitors to provide photo ID upon arrival at School (if new to the school), the organiser should check this and verify the Speaker's identity.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation

APPENDIX C – Guidelines for Visiting Speakers

Haylands Primary School values visits from speakers that enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

The [Prevent duty guidance](#) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

The presentation must not incite hatred, violence, or call for the breaking of the law.

- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Head teacher.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
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- Please ensure that you send a copy of any presentation/accompanying material to the Organiser at Haylands Primary School prior to your visit.

Your attendance at the School will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.

Please ensure that you bring photographic proof of ID with you on arrival for checking.

Visiting Speakers are also required to read the Safeguarding Guidelines for Contractors and Visitors available in the Handbook.