

Whittington CE Primary School

School Visitors Policy
(including Visiting Speakers Agreement)

By: Carl Rogers

Approved by Governors: September 2023

Date for review: September 2025

This policy should be read in conjunction with the following policies and guidance;

- The school's Safeguarding and Child Protection Policy
- PREVENT Strategy - HM Government
- Keeping Children Safe in Education 2023 - DfE

Introduction

Visitors to Whittington CE Primary School make a valuable contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. However, it is the school's responsibility to ensure that the security and welfare of the pupils is not compromised in any way. The school is equally responsible to the whole school community for ensuring that visitors comply with safeguarding guidelines.

It is our aim to safeguard all children whether this is during school time or extra-curricular activities, which are arranged by the school. We aim to ensure all pupils at Whittington CE Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

The school is deemed to have responsibility for its pupils anywhere on the school site, during normal school hours, during after-school activities and on school organised (and supervised) off-site activities.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors, parents and the wider school community

This policy applies to all visitors invited to Whittington CE Primary School

Visitors Invited to School

Where possible permission should be granted by the Executive Headteacher or Head of School before any visitor is asked to come into school.

- All visitors must speak to the School Office via the intercom at the entrance upon their arrival at the school and must not enter via any other means.
- In the entrance lobby, all visitors must state the purpose of their visit and who has invited them.

They should be ready to show formal identification where appropriate.

- All visitors will be greeted by the School Administrator (or other member of school staff) and will be asked to sign in and review the code of conduct for visitors (see Appendix 1).
- The School Administrator (or member of staff) will issue each visitor with a visitor's badge. The reverse of each badge contains information about the procedures to follow in the event of a fire alarm/drill.
- If appropriate, the School Administrator will share the Visiting Speaker's Agreement with the visitor.
- The School Administrator will show the visitor where the toilet facilities are and will remind visitors about the school's mobile phone policy.
- Visitors will then be 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.
- At no point should a visitor wearing a red badge be left on their own, unsupervised, with children.
- On departing the school, visitors should leave via the School Office, sign out and return their visitor's badge.

Visitors whose purpose is to work with pupils in some capacity:

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals, or alternatively they may be working with a pupil on a one to one basis (e.g. Children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.

If a visitor has DBS clearance, they may work with pupils unaccompanied by another member of staff. At times this may be teaching a class or a one to one interview. This must be agreed in advance.

- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speaker's agreement.

Use of External Agencies and Speakers

At Whittington CE Primary School we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet all external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

Staff members wanting to engage a visitor should first seek the permission of the Executive Headteacher of Head of School, giving a clear explanation as to the relevance and purpose of any visit and the intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker, which may include internet searches and/or contacting other schools where the person has spoken previously.

Wherever possible, the school endeavours to invite speakers from an established company, charity or other groups whose aims are well documented and whose work is of direct benefit to the pupils.

We aim to ensure that any visiting speaker's message to pupils will be consistent with our school's values and ethos.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speaker's Agreement' (see Appendix 2).

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that any messages communicated to pupils:

- support fundamental British Values and our school values.
- are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- do not seek to promote or glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.

We will ensure that any planned activities with pupils:

- are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- are matched to the needs of pupils.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.

- They should then be escorted to the School Office to sign in and be issued with the appropriate visitor's badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site and the Headteacher should be informed immediately.
- The Headteacher and/or members of the senior management team will consider the situation and decide if 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.

Staff Development & Training

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.

Whittington CE Primary School

Code of Conduct for Visitors

Signing in confirms that you have read this code of conduct.

ONLY SIGN IN AFTER YOU HAVE READ THIS.

Visitors to the school are requested to read and understand the following rules and regulations:

- You must show appropriate identity to the reception staff. Once they are satisfied with your identity and will issue you with the appropriate visitor's badge, which you must wear at all times during your visit.
- Regular visitors or those involved in 'regulated activity' must produce evidence of an enhanced DBS check. (Regulated activity will include being unsupervised, whilst being involved in activities with children or the possibility of being on your own with children during your visit. Regular visitors means more than three visits per month)
- All visitors to school must value and respect different racial origins, religions, cultures and language and must not promote their own political or religious beliefs.
- It is expected that all visitors will use appropriate language and behaviour with children.
- If you feel any way uncomfortable about the behaviour of a young person, please discuss this with the teacher or any member of staff present.
- Only use staff toilets.
- No photographs may be taken at any time without the consent of the Senior Leadership Team.
- Mobile Phones must not be used in any part of the school building or grounds, apart from in the designated area (staffroom) and should be kept concealed.
- Smoking is not permitted on the school premises
- Should you have concern about the safety or welfare of any child you MUST inform the Designated Lead for Child Protection (*see Safeguarding Team info*)
- In the event of first aid being required, please contact a trained member of staff (details on the Fire and First Aid notice in Reception)
- In the event of the fire alarm sounding you must leave the building in an orderly manner and follow instructions given by staff members.

- At the conclusion of your visit, you must hand in your visitor's badge and record the time of your departure in the Visitors' Book.

Appendix 2

Whittington CE Primary School Visiting Speaker's Agreement

Visitors must be accompanied by a member of school staff at all times.

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below.

Any messages communicated to pupils must:

- support fundamental British Values and the school's aims and values;
- be consistent with the ethos of the school and not seek to marginalise any communities, groups or individuals;
- not seek to promote criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.

Any activities carried out by visitors must be:

- properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication;
- clearly matched to the needs and abilities of pupils and appropriate to their age and stage of developmental understanding.

Signed:.....

Print Name:

Date: