



## Visitors Policy

<b>Audience:</b>	School staff, particularly Headteachers and administrative staff
<b>Reviewed:</b> <b>Consulted:</b> <b>Adopted:</b>	New September 2021 September 2021 Reviewed January 2023
<b>Other related policies / procedures</b>	The School's Safeguarding and Child Protection Policy PREVENT Strategy - HM Gov Keeping Children Safe in Education - DFE September 2023 Use of Mobile Phone policy Staff, Visitor and Volunteer Code of Conduct
<b>Owner</b>	School
<b>Policy / procedure model</b>	MAT and school policy: all Crofty schools use this policy

## Statement of intent

This policy is designed to outline name of school's procedures regarding visitors to the premises.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## INTRODUCTION

Visitors are welcome at ----- Primary and Nursery School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

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

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 and parents and conform to child protection guidelines.

The school is deemed to have control and 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.

### **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 after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

### **Procedure for Admitting a Visitor to the School**

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school.

- At the front door, 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 introduced to a member of the office staff and be asked to sign into the Visitors log.
- A member of the office staff will issue each visitor with a visitors lanyard (amber or red depending on DBS clearance) containing important health and safety, fire and personal property information.
- A member of the office staff will also provide the visitor with a copy of the 'Visitors Safeguarding Guidance' and a 'Visiting Speakers Agreement' where appropriate.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- 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 be left on their own if they have been given a red lanyard.
- On departing the school, visitors should leave via the school office, sign out of the visitors log and return their visitors lanyard.

#### **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. Social Care or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked (red visitor lanyard) may 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 (amber visitor lanyard) they may work with pupils unaccompanied. 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 speakers' agreement.

#### **Use of External Agencies and Speakers**

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

The member of staff and the school administrator (responsible for the SCR and safeguarding checks) is responsible for vetting the booking of all visiting speakers. Prior to making any arrangement staff members should seek permission from the Headteacher giving a clear explanation as to the relevance and purpose of any visit and 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.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure that we do not unwittingly use agencies that, or are in complete opposition to, the school's and MAT's values and ethos. We must be aware that in some instances the work of

external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

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 Speakers Agreement' (see appendix 1).

**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.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.

We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

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

**Special Situations**

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit. The Head of School has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary. No student who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission from the Head Teacher.

**Exceptions to Visitor**

Requirements Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours are exempt from requirements above.

## **Lettings**

We are proud and privileged to be able to share our building and resources out to the local community. We actively encourage our children to partake in these extra curricula activities – especially if they are of a sporting or educational nature. If a community organisation wishes to arrange a letting of the school contact should be made with the school office and an application form completed, appropriate checks will be made before agreeing the contract. Usage will be monitored and in the event of any behaviour not in-keeping with the Safeguarding or Tackling Extremism and Radicalisation Policies, the school could contact the police and terminate the contract.

### **Unknown/uninvited visitors to school**

- Any visitor to the school site who is not wearing a visitors lanyard 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 using the visitors log and be issued with a visitors lanyard.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher immediately informed.
- 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**

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.

## **APPENDIX 1**

Visiting Speakers Agreement At \_\_\_\_\_ School

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

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

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors will also be accompanied by a member of staff at all times.