



SCHOOL VISITORS POLICY AND PROCEDURES

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that pupils at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

2. Policy Statement

Visitors are very welcome to Rush Common School. It is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Board of Governors and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Board of Governors recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedure.

3. Policy Responsibility

The Headteacher and Pupil Support and Welfare Lead are the members of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Headteacher or Pupil Support and Welfare Lead

4. Where and to whom the policy applies

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.

The 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 supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors)
- All Governors of the school
- All parents (including parent helpers and volunteer readers)
- All pupils
- Other education related personnel (e.g. School Improvement Advisors, Inspectors, health care professionals)

- Buildings and Maintenance contractors

5. Protocol and Procedures

5.1 Planned visitors to the school

All visitors to the school will be asked to provide formal identification at the time of their visit including photo identification for visiting education related personnel.

- Where possible the School Office staff should be informed of all prearranged visitors to the school.
- All visitors must report to the School Office first and should not enter the school via any other entrance.
- At the school office, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in via the school's digital system, giving their name, organisation, who they are visiting, car registration number (where applicable.)
- All visitors will be required to wear an identification badge; the badge must remain visible throughout their visit.
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them – a picture of the designated safeguarding lead, Michelle Ainscough, and Deputy DSLs is also displayed in the reception area. Written guidance will be provided to visitors containing this information (fire safety and safeguarding procedures information.)
- Visitors will be asked to read Rush Common's fire safety and safeguarding procedures information which will be provided through the school's digital sign in system and they will confirm that they have read and understood the information.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to the School Office to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the school office and sign out of the school's digital system and return their visitors badge. The above points remain in place for visitors providing after school clubs

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

5.2 Visiting Speakers

Rush Common has a formal procedure for inviting speakers into school which follows the clear expectations in the Prevent Duty. This duty states that we should have “clear protocols for ensuring that any visiting speakers- whether invited by staff or children themselves- are suitable and appropriately supervised” (Prevent Duty July 2015). Due to this, Rush Common will ensure that there is:

- A formal procedure for inviting speakers, which involves approval by the Headteacher and a clear understanding of why the speaker has been chosen.
- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously. This will be recorded on the Visiting Speakers Plan (Appendix A), which is completed by the co-ordinating staff member and signed by the Headteacher.
- Effort taken, although not always possible, to invite speakers from an established company, charity or other group whose aims are well-documented.
- The speaker must read and sign the Visiting Speakers Agreement document (Appendix B), to ensure that they understand they must abide by the school’s equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand.
- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Headteacher

Information for visiting speakers:

- Visiting speakers must arrive at the school office in good time to book in, and must bring suitable identification.
- Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- All information about the visiting speaker and the booking process should be

recorded on a suitable proforma.

- After the presentation, an evaluation form (Appendix C) should be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future.

5.3 Unknown/ Unplanned Visitors to the School

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school.
- Visitors should then be escorted to the School Office to sign in and be issued with an identity badge. The procedures in 5.1 then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or Pupil Support and Welfare Lead should be informed promptly.
- The Headteacher, or Pupil Support and Welfare Lead 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.

6. Governors and Regular Volunteers/Parent Helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the School Office.
- All Governors and parent helpers should follow the procedures as stated in 5.1.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Pupil Support and Welfare Lead.
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Pupil Support and Welfare Lead before coming into the school for an activity or class supporting role.
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again all parents should follow the procedures as stated above 5.1.
- All volunteers will be provided with a copy of the Volunteers Welcome Pack.

7. Contractors

- Contractors should follow the procedures set out in 5.1.

8. Staff Development

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

9. Linked Policies

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

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Safer Recruitment Policy

Additional information:

- Volunteer Welcome Pack
- Visiting Speakers document and proformas

10. Review of this policy

The Leadership Team review this policy every three years. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.

Approved by the Leadership Team November 2020

Signed: *Kristen Fawcett*

(Headteacher)

**Date for Review: November
2023**

Appendix A

Visiting Speaker's Plan
Rush Common School



Name of visiting speaker:

Date of visit:

Name of co-ordinating staff member:

Context of visit and message to be shared with pupils:

Any related google searches or background check on the visiting speaker or organisation:

Completed by:

Date:

Authorisation of Headteacher:

Signed.....

Date:.....



Appendix B

Visiting Speakers' Agreement

Rush Common School

Rush Common has a formal procedure for inviting speakers into school which follows the clear expectations in the Prevent Duty. This duty states that we should have "clear protocols for ensuring that any visiting speakers - whether invited by staff or children themselves - are suitable and appropriately supervised" (Prevent Duty July 2015).

Name of visiting speaker:

Name of company/charity representing:

Date of presentation/talk

Key staff member involved:

As a visiting speaker I am aware that there is:

- A formal procedure for inviting speakers, which involves approval by the Headteacher and a clear understanding of why I have been invited to speak in school.
- A list of appropriate checks may be carried out which could include internet searches and/or contacting other schools where the person has spoken previously.
- A requirement, where possible, to invite speakers from an established company, charity or other group whose aims are well-documented

I understand that:

- I must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- I will be expected to talk with staff about the content of the presentation before the event; and that time must be allowed for this discussion, whether it is on the day or beforehand.
- I cannot use talks and presentations to raise funds, without the prior written permission of the Headteacher.
- I must arrive at reception in good time to book in, and must bring suitable photo identification.
- I must be supervised at all times and not left alone with pupils, (unless I have confirmed DBS checks).
- My presentation will be brought to an early end, if the content proves unsuitable.

After the presentation, an evaluation form will be completed by staff. This may note any contentious subject areas or comments, and will state whether the speaker could be booked again in the future.

Name of visiting speaker:

Signature of visiting speaker:

Date:

Authorisation of Headteacher: Signed..... Date:.....

Appendix C

Visiting Speaker's Evaluation Form



After the presentation, an evaluation form will be completed by the staff member who liaised with the visitor.

Evaluation forms will be shared with the Headteacher and kept in Visiting Speakers file.

Name of visiting speaker:

Date of visit:

Please circle where relevant yes or no

1) Any contentious subject areas or comments made by the visiting speaker?

Yes No

2) Would you book the speaker again?

Yes No

3) Any further discussions needed with speaker?

Yes No

4) Any additional actions?

Yes No

Any additional comments? Please include any comments made by other staff members or pupils if relevant.

Authorisation of Headteacher:

Signed.....

Date:.....