

Windsor Clive Primary School



Ysgol Gynradd Windsor Clive

Every Child – Every Chance – Every Day

Visitors' Policy

Date agreed: May 2025

Review date: May 2026

Introduction

Schools have a legal duty of care for the health, safety, security and wellbeing of their pupils and staff at all times. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and Senior Leaders to ensure that this duty is uncompromised at all times.

Schools therefore require that all external speakers & visitors comply with the following policy and procedures.

Policy Responsibility

The Headteacher is responsible for the implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's office and Designated Senior Person (DSP) for child protection as appropriate.

Aim

To safeguard all children under the school's responsibility both during school hours and during out of school activities which are arranged by the school. The ultimate aim is to ensure that pupils can learn and enjoy extracurricular experiences in an environment where they are safe from harm.

Objectives

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, parents in addition, conforms to child protection and safeguarding guidelines.

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 staff and non-teaching staff employed by the school;
- All external visitors entering the school site during the school day or for after school activities;
- All governors;
- All parents and volunteers;
- All pupils;
- Other Education related personnel (LA Advisory staff, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises; and
- Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures

Visitors to the School

Before the visit:-

Before any visitor is invited to or attends the school, the Headteacher or a member of the Senior Leadership team must be informed. A clear explanation as to the relevance and purpose of the visit and intended date and time of the visit must also be provided.

School should consider performing background checks on the individual attending the school prior to the visit. This would include an open source internet check on the individual and organisation they represent. Should the school performing this check have any identified concerns regarding the individual they should consider contacting schools where the individual has previously spoken. Should the school be unable to contact other schools, they may wish to contact the Local Authority in order to explore with the Education Safeguarding or Prevent Teams.

Permission must be granted by a member of the Senior Leadership team before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre visit checks required.

On arrival:-

- Visitors must report to reception first. No visitor is permitted to enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. The receiving member of staff will verify this.
- All visitors will be asked to sign the Visitors Record Book, which is kept in reception at all times.
- All visitors, including contractors will be required to wear an identification badge. The relevant member of staff will share the appropriate evacuation & lockdown procedures with the visitor.
- Should the alarm sound it is the responsibility of the relevant staff member to escort their visitor/s to the designated assembly point.
- Please ensure that visitors abide by the non-smoking policy throughout the school site.
- All accidents must be reported to the school office where an Accident Report Form can be completed.
- Visitors must be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The point of contact will then be responsible for them while they are on site.

- Disclosure & Barring Service (DBS) Checks – Any external speaker or visitor who does not have a DBS must be accompanied at all times during their visit to school. An external speaker or visitor does not always require a 'DBS' providing they are not delivering a 'regulated activity'.
- External speakers & visitors who are named as school approved visitors having been DBS checked are not required to be supervised at all times.

Visitors Departure from the School:-

On departing the school, visitors should leave via reception and:

- Enter their departure time on the Visitors Record Book alongside their arrival entry.
- Return identification badge to reception.
- A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited 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 on the school site.
- They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately.
- The Head or designated Senior Leader should be informed promptly, immediately if possible.
- The Head or designated Senior Leader should offer support to the staff member dealing with the unknown/uninvited visitor as a priority.
- The Head 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 must be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.
- School should consider reviewing any unknown/uninvited visitor incidents that occur and implement any learning that is identified following these type of occurrences.

Parent Helpers and Volunteers:-

In certain circumstances if the role undertaken by the helper/volunteer is not a regulated activity a DBS is not required, although a risk assessment would need to be considered for a non DBS checked helper/volunteer on the school site. Best practice advice is that all parent helpers and volunteers complete a DBS check (if not already held) via the School office.

Any helper/volunteer who is undertaking a 'regulated activity' must have a valid DBS prior to starting any role within the school.

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

Staff Development:-

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

Best practice would be that this policy is shared on an annual basis with staff in order that they are provided with opportunity to continue to familiarise themselves with this policy.

This policy will be available to all staff and parents on the website and also included as part of the Staff Handbook.

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 and supply and peripatetic staff). To qualify for the 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 School's Central Record
- b) A current clear DBS children's barred check has been undertaken AND Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book).

A copy of the approved visitor list will be kept at the school at all times in line guidance from Keeping Learners Safe (2015) section 6.73.

Protocol and Procedures

External Speakers:-

Schools recognise the important contribution and value that can be gained from allowing visitors and external organisations into school.

Whilst more likely to happen in the FE and HE sector there have been a small number of occasions when external speakers have prompted negative reaction from the media and other sectors where they have been seen to contravene aspects of the e.g. Equality Act etc. Schools will have to make decisions concerning the appropriateness or suitability of external speakers and on occasion may be required to vet or undertake background checks. If schools are having difficulty in this area then the school should contact the LA's Education Safeguarding or Prevent teams for advice and support.

Specific guidance for members of staff organising visits from external agencies and speakers:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, the organiser must discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate, carry out a risk assessment of the activity/session.
- Staff must ensure such visitors are aware of the school's safeguarding procedures and allowed access to such policies as Child Protection, Safeguarding, and Risk Assessments.
- Staff must advise the speaker there will be an expectation prior to delivery they will explore with staff the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day of the presentation/session or beforehand.
- Staff members must inform the relevant school staff to support the facilitation and smooth running of the visit and remit of the visitor, e.g. Headteacher, office staff.
- Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the pupils are given time to reflect on what they have learned.

- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Headteacher.

School may wish to share the document in appendix 2, for external visitors and speakers to complete prior to arrival at school

External speakers and visitors must ensure that they comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward or in the manner in which they express these views or ideas, they do not infringe the rights of others, or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds.

All speakers will be made aware of their responsibility to abide by the law, and the school's various policies, including that:

- They must not incite hatred, violence or call for the breaking of the law.
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.

If an external speaker or external visitor contravenes this guidance, the School reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

The decision to grant or refuse permission for any speaker ultimately rests with each school.

Prayer Rooms

There is no requirement to offer any separate facilities for religious observance but many schools recognise that it is good practice to provide a facility that caters for pupils and staff of a particular religion or belief. In doing so schools demonstrate awareness of and respect for the diverse communities, they serve.

All previous advice about external speakers will apply and schools should ensure that they know what goes on in prayer rooms. Prayer Rooms should be appropriately supervised when being used by school staff.

Any signage or posters linked to prayers or religion should only be displayed in English and Welsh.

Local Authority Advice

The school is encouraged to contact the Local Authority's Education Safeguarding Team or the Prevent Team should there be any concerns regarding external speakers.

The Local Authority will also refer to Cardiff's Prevent Lead if the school has any concern about any risks that a speaker may present. Please allow sufficient time for checks to be undertaken.

Linked policies

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

- Cardiff Council DBS Policy
- Child Protection Policy
- Emergency Incident Response Plan
- Health and Safety Policy

Welsh Government Guidance

Keeping Learners Safe (2019) - The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 - Guidance document no: 248/2019 (draft).

Contact Details

Education Safeguarding Team - 02922 330876 – Educationsafeguarding@cardiff.gov.uk

Children Child Access Point – 02920 536490 –
CSMASH@cardiff.gov.uk

Cardiff Prevent Team – 029 20873281 –

Stephanie.Kendrick-Doyle@cardiff.gov.uk

Thomas.Noaks3@cardiff.gov.uk

Rhys.Prosser@cardiff.gov.uk

Appendix 1

Insert school name

Checklist for organising a visiting speaker Presentation

	Key staff	Date completed
1.) Contact <u>(Insert name of nominated member of SLT)</u> about the proposed person attending and what they are going to be presenting/discussing.		
2.) Complete any background checks as appropriate.		
3.) Agree date/time for visiting speaker to attend and share with <u>(insert name of nominated member of SLT).</u>		
4.) Confirm availability of the venue where the speaker will be hosted at school.		
5.) Confirm which year group/classes will attend the event confirm with <u>(insert name of the nominated member of SLT).</u>		
6.) Organise for a nominated member of SLT to be present during the event.		
7.) Confirm with relevant staff who will supporting this event.		
8.) Send out the 'Visitors and Visiting Speakers Agreement'		
9.) Share any relevant information with <u>(insert name of the nominated member of SLT).</u>		
10.) Meet and greet the visitor. Ensure they are never left alone with the students.		

Appendix 2

**Insert
School
Logo
Here**



Insert School Name Visitors' and Visiting Speakers' Agreement

At, we understand the importance of visitors and external agencies to enrich the experience of our students.

In order to safeguard our students, we expect all of our visitors / visiting speakers to read our Visitors' and Visiting Speakers Policy and to adhere to the statements below.

Any messages communicated to students must support fundamental shared values and our school values. At our shared values are: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Any messages communicated to students must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals.

Any messages communicated to students must not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.

All visitors must be accompanied by a member of staff at all times and a senior member of staff will be present for all presentations / performances.

Should the senior member of staff feel the message being given out does not align with the schools' values, they will interrupt and could bring to a close the presentation / performance.

Visitors should not have phones or cameras out whilst in the presence of students and should not take any photos or videos of students.

Visitors should not have any social media contact with students through personal emails, personal mobile phones and social media.

No gifts, including money, should be given out to students, unless agreed before-hand with the Headteacher.

Should visitors wish to hand out any cards or leaflets to students, these should be checked by the Headteacher beforehand.

I have read and agree to the above

Name: _____

Organisation: _____

Date: _____