



**C**aring **A**chieving **R**espectful **E**xciting

---

# Visitors Policy

**School Leader:** R Sandhu

**Link Governor:** A Repesa

**Policy Approved**      **Signed: A Repesa**      **Date: 09.06.22**

Policy Reviewed      Signed: A Repesa      Date: 08.06.23

Policy Reviewed      Signed:      Date:

Policy Reviewed      Signed:      Date:

Policy Reviewed      Signed:      Date:

### Statement of intent

This policy is designed to outline the 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.

### Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE (202) 'Keeping children safe in education 2021'
- Childcare Act 2006
- Education Act 1996
- DfE (2021) 'Prevent duty guidance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Contractors Policy
- Volunteer Policy
- First Aid Policy

The DSL is responsible for ensuring visitors receive copies of and understand the following school policies:

- ICT Acceptable Use Policy
- Staff and Volunteer Confidentiality Policy
- Fire Safety Policy

### Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on phone number.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they are from where applicable.

The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

### **Safeguarding**

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require an enhanced DBS check with children's barred list information if they work in 'regulated activity'.

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

### **Visiting procedures**

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
  - Name
  - Purpose of visit
  - Name of pupil the visit pertains to/staff member who arranged the visit
  - Expected length of visit
- Sign-in using the visitors' book
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' book upon departure
- Return ID badges to the school office before departure
- Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

### Visiting Speakers

The “Prevent” statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers”, DfE, June 2015) (<https://www.gov.uk/government/publications/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. This policy should be read in conjunction with the School’s Safeguarding and Child Protection Policy.

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- The organiser at school must complete the Visiting Speaker at Hardwick Primary School Form (Appendix 2), well in advance of the visit. This should be authorised by a senior leader. 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 ethos and values of the School
- The Organiser must send a copy of the Guidelines for Visiting Speakers to the speaker in advance of their visit. (Appendix 3)
- Staff must inform the Visiting Speaker that USB sticks must not be brought into School and 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 Business Manager 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, the organiser should check this and verify the Speaker’s identity. All visitors will follow the school’s induction process prior to their agreed visit/time slot.
- 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

### Exceptions

Visits to the school by contractors are governed by our Contractors Policy.

Visitors attending scheduled open days, sports events or other ‘by-invitation’ school activities will be exempt from the visiting procedures outlined in the visiting procedures of this policy.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

### Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

### **Visitor conduct**

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

### **Monitoring and review**

This policy will be monitored and reviewed on an annual basis by the headteacher.

Amendments to the policy will be communicated to all relevant stakeholders.

### Appendix 1

#### Visitor Self-declaration Form

At Hardwick, we feel it is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the school reception prior to entering the school site, agreeing to follow our school procedures put in place to keep themselves, our pupils and staff safe.

Please note: if you do not agree to the school's procedures, you are not permitted to enter the school site. Visits may need to be rearranged in this case.

#### Declaration

I agree to:

- Follow the school's safeguarding procedures ☐
- Follow the school's conduct procedures ☐
- Follow the school's procedures regarding the use of technology/social media on-site ☐
- Follow the school's procedures regarding confidentiality ☐
- Follow the school's visiting procedures ☐

Name	
Contact number	
Company (if applicable)	
Reason for visit	
Signed	
Date	

## Appendix 2

### Visiting Speaker Form

Name of Speaker and organisation (if applicable)	
Speaker contact details	
Date of proposed visit	
Name of School contact (organiser)	
Reason for visit	
Please give a brief outline of the information to be communicated by the speaker:	

Please tick to indicate that you have sent the Guidelines for Visiting Speakers to the speaker named above. ☐

School staff (organiser) Print Name	
School staff (organiser) Signature	
Date	
Approved by (member of SLT)	
Date	

**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 3

#### Visiting Speaker Guidelines

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 Director of Studies.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- USB Sticks are not permitted to be used on the School’s network.
- Please ensure that you send a copy of any presentation/accompanying material to the Organiser at school prior to your visit.

Upon arrival at school, you will be required to undertake an induction meeting. Please allow up to 30 minutes for this prior to your agreed visit time. Please ensure that you bring photographic proof of ID with you on arrival for checking. Any visitors who do not bring ID and/or do not attend an induction meeting will not be permitted on site.



### **Welcome to Hardwick Primary School**

### **Visitors Health and Safety Information**

Please read this information before commencing work with the children.

#### **Health and Safety**

Your health and safety is important to us.

Please be aware of the following.

- On discovering a fire sound the alarm by breaking the glass at a call point.
- On hearing the fire alarm, please evacuate using the nearest safe exit and report to either the Car Park at the front of School or the Back Playground.
- In the event of a 'Lockdown', repeated bursts of a whistle will be sounded. Please report to the nearest member of staff and follow their instructions.
- If you have an accident or feel unwell please ensure a member of staff is made aware. We can arrange assistance and a first-aider if needed.
- Please let us know of any mobility or health issues which may require additional support so we can arrange this.
- Always pay attention to your surroundings and ensure that you keep yourself safe. Be vigilant regarding the safety of others and report any concerns immediately.

#### **Child protection**

The needs and safety of the child always come first. The school is committed to safeguarding children and expects all visitors to share this commitment. If you have any concerns about a child please refer immediately to the designated or deputy safeguarding leads.

Designated safeguarding lead: Rani Sandhu

Deputy safeguarding leads: Rachel Yates and Rachel Oliver

#### **Positive Behaviour Management**

All children and adults in school are expected to follow our Good Behavior Policy. Please make a point of praising children for good behaviour.

If the child's behaviour does not meet our high expectations please inform the class teacher.

If a situation arises in which a pupil's behaviour may potentially endanger the safety of him/herself or the safety of others please seek assistance immediately.

#### **Confidentiality**

Anything you hear or see whilst on the premises must be kept confidential. Please share incidents or concerns you may have with the class teacher.

#### **Equality**

We respect the equal human rights of all our pupils, promoting race and gender equality, and equality of opportunity for disabled children, their parents, staff and other who visit or use our school.

#### **Security and Use of Mobile Phones**

Please do not use mobile phones whilst on school site and keep all bags and belongings with you at all times.

#### **Smoking**

Hardwick Primary School operates a no-smoking policy. This includes the grounds as well as the buildings.