



## Visitors in School Policy and Procedures

People visit schools for a range of reasons. Health professionals, counsellors, music examiners, building contractors and parents are just some of the people who play an important role in our school daily life and can enhance children and young people's learning.

In order to keep our children safe, visitors are required to operate within our safeguarding policies and procedures. All visitors are expected to abide by our confidentiality procedures and should not discuss anything that they hear or see within school regarding children or staff unless it is part of their professional role within school. However, all adults, both staff and visitors, have a legal duty to safeguard children therefore if any visitor should observe or hear information that gives them cause for concern about a child/children or member of staff they should immediately report this to the Designated Safeguarding Leads, Mrs S Bell, Mrs N Fielding, Mrs S White or Mrs S Beers.

As a school, we also expect that our employees are treated with respect and dignity at all times. Harassment in any form will not be tolerated.

Any visitor or contractor who does not abide by our safeguarding protocols or harasses staff in any way will be asked to leave the site and may be reported to other agencies.

Visitors to the school will be expected to make an appointment at mutually convenient time giving the reasons for their visit. Staff are extremely busy so may not be able to see visitors without prior arrangement.

### **Parents/Carers**

Parents who attend the school for a performance or event will not need a DBS certificate. Information about timings and entry will be circulated before the event via newsletter or using the school messaging service. Please follow any posters for instructions on which entry and exit doors to use. Mobile phones should be switched off whilst on school premises. Parents are NOT allowed to take photographs without explicit permission of the Head Teacher/Senior Leadership Team.

Parents who regularly volunteer in class or on school visits will need a DBS certificate. Instructions on how to obtain these can be provided by the office staff.

Parent visitors will be provided with an individual safeguarding information sheet for their reference.

If parents wish to speak to a class teacher we ask that this is organised for a mutually convenient time. During the school day, teachers have a duty to the children in their class so are unable to speak to parents unless by prior arrangement.

### **Healthcare professionals**

Healthcare professionals, or those involved with the education or support of individual children, may make an appointment through the main office (by phone or email) or directly with the member of school staff involved with the child. We would ask that professionals bring with them their official identification pass. Employees on school business from NCC, children's services and NHS departments do not need to produce a DBS certificate as the agreement between NCC and these departments covers this. Healthcare professionals are requested not to use mobile phones in the vicinity of children without explicit permission from the Head Teacher or other member of the senior leadership team.

### **Contractors**

Wherever possible contractors will be asked to make appointments via the school office outside school hours. If this is not possible, they will need to be accompanied by a member of staff at all times while in the vicinity of children, even when holding a valid DBS certificate. If their visit involves areas of the school that are not accessible to children, at the discretion of the Office manager or member of the SLT, they may be unaccompanied but will be required to phone the main office before coming back into areas of the school building where children are present. Other than in this instance, contractors should not use their mobile phones unless with the express permission of the DSL/ senior leadership team who may request to see evidence of any photographs taken during the visit. Any contractor who gives cause for concern in terms of safeguarding will be reported to their employer and the local safeguarding board and if necessary the police.

### **Visiting Adults for the purpose of talks/assemblies etc**

We welcome visitors to the school to support the children's education. This may be visiting speakers, drama groups, assembly speakers etc. Visitors will need to bring a valid DBS certificate and photo ID so that the Office staff can establish the visitor's identity effectively. Visitors will be supervised by the relevant staff and should not seek to be alone with children unless this regulated activity has been pre-arranged as part of the visit. In some circumstances, staff may complete a risk assessment regarding external visitors to carry out due diligence, including seeking references where it is felt to be necessary. (See appendix 1).

This policy will be reviewed 2 yearly, or earlier if it becomes necessary.

Date of policy Spring 2024

Reviewed Spring 2026

Next review Spring 28

## **Visiting speaker risk assessment**

Name of the Event and Speaker

Speaker \_\_\_\_\_

Event / Organisation \_\_\_\_\_

Date \_\_\_\_\_

Nature of the Event (talk, demonstration to the students, interactive learning, etc.,)  
Brief outline of the content of the event

Point of Contact (member of staff organising the Event)

.....

Have any references been sought? If so, from whom?

Sign & date to confirm that research has been carried out or that they are known to the school, on the speaker and the organisation they are affiliated to

Signature ..... Date .....

Sign & date that the Speaker has signed the Visiting Speakers' Agreement

Signature ..... Date .....

Sign & date that the Office has been informed of the Speaker in order that they can be added to the school's Diary

Signature ..... Date .....

Sign & date to confirm that you agree to ensure that the Speaker will be accompanied at all at all times, whilst on the premises

Signature ..... Date .....

Post Event Evaluation

## Visiting Speaker agreement

Thank you for volunteering to visit the school and talk to our children. We take the safeguarding of our pupils extremely seriously and as such, we ask all visitors to follow our visitors code of conduct below and follow all safeguarding protocols, which you will receive when you arrive. We expect all visiting speakers to:

- ensure that all comments, messages and statements support fundamental British Values as well as our own school values
- any comments, statements or messages do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal extremism or seek to radicalise students through narrow views of faith, religion, culture or other ideologies
- Activities, comments and messages should be targeted to the age of the children under the guidance of the teacher

If the member of staff running the event deems that the messages are not appropriate, they will terminate the visit immediately and this will be reported to the DSL

If you are unsure of anything during your visit, please speak to the member of staff in charge of the activity.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Organisation \_\_\_\_\_