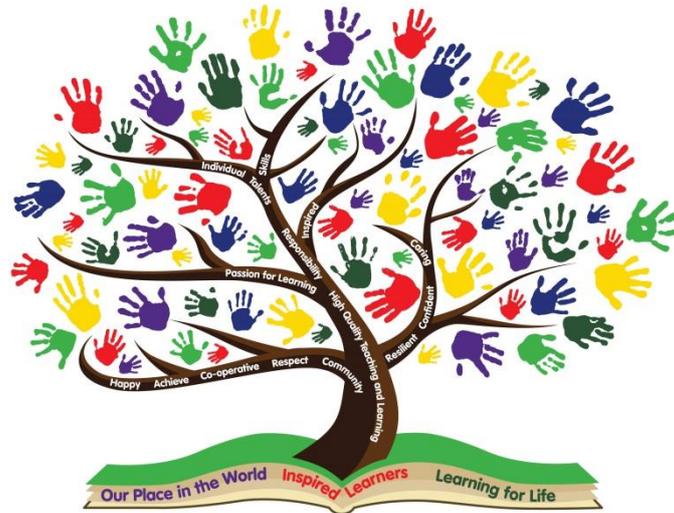


**THAKEHAM PRIMARY SCHOOL**

'Small School, Big Opportunities, Great Achievements'



# School Visitors Policy

## Thakeham Primary School

Date approved by the Standards, Teaching & Learning Committee:  
29.3.22

Review Date: March 2025

Signed

Acting Headteacher: 

Chair of Governors: 

This policy should be read with the following policies and guidance;

- The School's Safeguarding and Child Protection Policy
- PREVENT Strategy - HM Gov
- Keeping Children Safe in Education - DFE September 2021

## **INTRODUCTION**

Visitors are welcome to Thakeham Primary 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 Thakeham 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 conforms 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

This policy applies to all visitors invited to Thakeham Primary School.

### **Visitors invited to school**

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

- All visitors must buzz the front door on arrival and must not enter via any other entrance.
- 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 book.
- A member of the office staff will issue each visitor with a red visitors badge containing important safeguarding, health and safety, fire and personal property information.
- The member of the office staff will then show the visitor the location of toilet facilities and where coats and 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.
- Any visitor who is not DBS checked must not be left alone with pupils at any point
- On departing the school, visitors should leave via the school office, sign out of the visitors book and return their visitors badge.

### **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. Children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must 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 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.
- All DBS details will be added to the school Single Central Register.
- 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.
- Volunteers working within our classes or hearing readers, are identified by a green visitors badge.

### **Use of external agencies and speakers**

As part of our 'Inspired Learners' curriculum driver, 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 Headteacher and School Business Manager are in charge of coordinating and vetting the booking of all visiting speakers and staff members should seek permission 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.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school'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).

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 2).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

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.

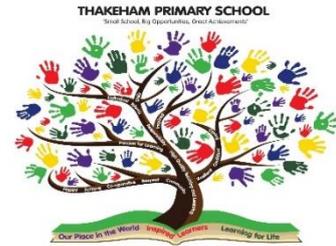
### **Unknown / Uninvited visitors to school**

- Any visitor to the school site who is not wearing a visitors badge 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 book and be issued with a visitors badge.
- 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 Thakeham Primary School

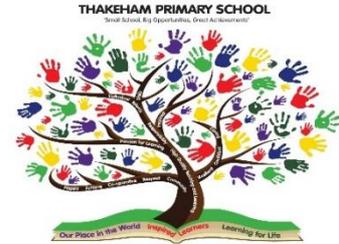
We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

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.
- Visiting Speakers will also be accompanied by a member of staff at all times.

Signed:.....

Date: .....



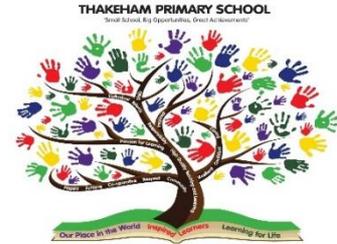
## APPENDIX 2

### Thakeham Primary School

#### Risk Assessment for Visiting Speaker/Event

Name of the Event and Speaker		
Date of the Event		
Nature of Event (talk, demonstration to the children, interactive learning etc)		
Outline of the Content of the Event		
Point of Contact (member of staff organising the event)		
Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to		
Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement		
Sign and date to confirm that the Office has been informed of the Speaker in order that they can be added to the School diary		
Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises		
Agreed by the Headteacher		
Post Event Evaluation		

## APPENDIX 3



### Procedures for Visitors arriving at Thakeham Primary School

A member of the office staff (or other staff member if office staff are not present) must ensure that upon arrival all visitors:

- 1) State the purpose of their visit, showing formal identification as required
- 2) Sign into the Visitors book
- 3) Are issued with a red visitor lanyard with badge
- 4) Are referred to the information on the back of the badge (e.g. emergency procedure in the event of a fire)
- 5) Are informed of Fire Emergency Evacuation Plans (FEEPs) located all over the school
- 6) If appropriate, are informed of the school's Generic Emergency Evacuation Plan (GEEP)
- 7) If appropriate, (e.g. supply teachers), are informed of the First Aider sheet in case of emergency
- 8) Are informed that the school operates a no smoking policy on the entire site

Additionally:

- 9) All contractors MUST sign and date the Asbestos Register (on blue clipboard on Office desk)