

Shottery St Andrew's CE Primary School



This policy is underpinned by our school vision based on the scripture,

*'Let your light shine before others,
that they may see your good deeds and glorify your Father in heaven.'*

Matthew 5:16

School Visitor Policy

Date adopted by Governors:	June 2025
Date for policy review:	June 2026
Person responsible for review:	Headteacher
Signed by Chair of Governors	

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 Shottery St Andrew's C of E Primary School, however 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 Governing Body and the Headteacher to ensure that this duty is implemented at all times. In performing this duty, the Governing Body 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

Mrs Louise Withers (Headteacher) is the member 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 to the Chair of Governors.

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, journalists)
- All Governors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, 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
- Where possible the school office / reception staff should be informed of all pre-arranged visitors to the school
- All visitors must report to the school office / reception first and should not enter the school via any other entrance
- At reception, 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 signed in by the Office Manager (sign in sheet is kept by the school office/ reception at all times), making note of their name, organisation, who they are visiting, car registration number and visitor badge number (where applicable)
- All visitors will be made aware of the Visiting Speakers' Agreement, if necessary
- All visitors will be required to wear a lanyard, according to relevant checks, and 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. Written guidance (Visitor Safeguarding Information Leaflet) may be provided to visitors containing this 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 / reception 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 will be signed out, with their departure time recorded on the Visitors' Log, alongside their arrival entry
- Return their lanyard to the school office/ reception

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 Use of External Agencies and Speakers

Shottery St Andrew's CofE Primary School will positively vet those external agencies or visiting speakers/trainers who are engaged in providing such learning opportunities or experiences for our pupils or staff.

Information regarding visits/speakers/trainers, etc., must be given to the Office Manager who will record the date/time/venue of the sessions in the school's central diary. The Office Manager will undertake the necessary checks on the suitability of the visitors (including the use of Internet searches or make contact with other schools or equivalent) if they are unknown to the school. Where possible, Shottery St Andrew's CofE Primary School uses established companies, charities, recognised authorities/agencies/training providers.

The school will make every effort to ensure that any visiting speaker/trainer/agency does not present with any messages that are inconsistent or in complete opposition to our ethos and values. Shottery St Andrew's CofE Primary School is mindful that there may be occasions when the work undertaken by external agencies may not be directly connected to the rest of the school curriculum but will always ensure that the work is of benefit to our pupils.

All external agencies and speakers will be expected to discuss, in advance, with the staff member responsible for co-ordinating events, about the content of their presentation/session. They will also be required to read and understand the school's 'Visiting Speakers Agreement' attached to this Policy.

All information about the visiting speaker/trainer and the booking process, must be recorded on the 'Risk Assessment for Visiting Speakers/Event Form' attached to this Policy which includes a post event/session evaluation. This section should be completed noting any contentious subject areas or comments and state whether the visitor should be invited again in the future.

Shottery St Andrew's CofE Primary 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 our 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 glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies

- activities are properly embedded in the curriculum to avoid contradictory messages or duplication
- activities are matched to the needs of our pupils.

Within the ethos of the school, the staff at Shottery St Andrew's CofE Primary School encourages its pupils to understand opposing views and ideologies appropriate to their age, understanding and abilities; are able to actively engage with them in informed debate and use external agencies or speakers to facilitate or support this. This school believes that a broad and balanced curriculum, augmented by the use of external sources where appropriate, will strive to ensure that 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 agencies or speakers will be made aware that their presentation/session will be brought to an early close, if the content proves unsuitable.

5.3 Unknown/ unplanned visitors to the school

- Any visitor to the school site who does not have identification should be challenged politely to enquire who they are and their business at the school
- They should then be escorted to the school office / reception to sign the Visitors' Record Log and be issued with a lanyard.
- The following procedures then apply:
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher (or the Teacher-in-Charge) should be informed promptly
- The Headteacher (or the Teacher-in-Charge) 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.

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 Headteacher

New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher 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 in 5.1

7. Contractors/ Workmen

Contractors/ workmen 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:

Child protection/safeguarding policy

Health and safety policy

Confidentiality policy

Safer recruitment policy

Visiting speakers/external agencies Agreement & Risk Assessment

Shottery St Andrew's CofE Primary School understands the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our pupils, we expect all visiting speakers to read and adhere to the statements below:

- any messages communicated to the pupils support fundamental British Values and our school values
- any messages communicated to the pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- any messages communicated to the pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies
- activities are properly embedded in the curriculum
- activities are matches to the needs of the pupils
- visitors will be accompanied by a member of staff at all times.

Signed Date

Name of the Event and Speaker

Event

Speaker

Date of the Event

Nature of the Event (talk, demonstration to the pupils, interactive learning, etc.,)

Outline of the content of the Event

Point of Contact (member of staff organising the Event)

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

Signature Date

Agreed by the Headteacher or member of the Senior Leadership Team

Signature Date

Post Event Evaluation