

ST. ANDREW'S C.E. INFANTS' SCHOOL

VISITORS & VISITING SPEAKERS POLICY (during normal school hours)

2025



Reviewed September 2025

1. Policy Statement

St. Andrew's C.E. Infants' School welcomes parents and other guests to visit the School and recognises the important contribution and potential benefits which can result from interactions with visitors. St. Andrew's is committed to safeguarding the welfare of students and staff members, and protecting facilities and equipment from misuse and vandalism.

It is the intention of the School that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises.

The control of visitors is a fundamental part of the School's safeguarding of students, staff and property.

Appendix 1 of this policy outlines the visitor procedures followed at the School during normal school hours.

Appendix 2 of this policy outlines the special additional procedures that are in place for inviting visiting speakers.

All visitors/contractors/visiting speakers need to sign in at the front office. They will receive a sticker to wear.

2. Approved Visitors/Contractors

There are three categories of visitors/contractors

1) Approved Visitors

These have had safer recruitment checks and are on the Single Central Register and the Approved Visitors Lists, so they can be unaccompanied on site.

2) Contractors

a) Maintenance/Servicing Contractors. These are on the Approved Contractors Register, they are not subject to safer recruitment checks but they work in specific locations/timescales and are subject to remote supervision. These must be met by the supervising member of staff and supervised whilst on site. Contractors are , unless there is an emergency, usually invited in within the school holidays so no pupils are present.

b) Regular Contractors (including extra-curricular clubs). These have had safer recruitment checks and are on the Single Central Register and the Approved Contractors Register. These can be unaccompanied on site.

- 3) Other Visitors who are not on a register or checked; these must be accompanied at all times and follow the Visitor Code of Conduct.

3.Visitor Code of Conduct

This Code of Conduct generally applies to all visitors to the School.

Please wear your visitors' Lanyard/sticker in order that it can be seen at all times during your visit.

1. You must be accompanied by a staff member throughout your visit unless you are an approved contractor authorised to carry out work (under remote supervision)¹

Contractors will only be authorised to carry out work (under remote supervision) in the specific locations and at the times agreed between the School and the contractor. Any refusal to adhere to the terms of this policy will be reported immediately to the Head Teacher.

- 2.You must return the visitors' lanyard/sticker to reception on leaving the school and sign out.

- 3.If you notice any unsafe or inappropriate behaviour or health and safety issues you must report it to one of the DSL'S (Designated Safeguarding lead) (as identified on the poster in reception).

- 4.Take reasonable care of your own health and safety and that of others at the school.

- 5.You may only use staff cloakrooms in School. You may not use the toilets designated for children (marked: Pupils).

- 6.You must not reveal to anybody outside school, personal information you may learn in the course of your work or visit.

- 7.Should there be a fire evacuation, a member of staff will accompany you out of the building and to the visitor assembly point.

- 8.The School operates a no smoking policy (including e-cigarettes) on all school premises.

4.Parents attending School events

Generally parents attending the School are treated in the same way as any other visitor and are subject to the terms of this policy.

However, the School recognises that it is not practical or desirable for parents to have to follow the strict registration arrangements and for them to be accompanied at all times when attending ad hoc events (such as School Worship, recitals, productions or sports fixtures).

Parents will, however, be expected to adhere to paragraphs 4 to 8 of the Visitors' Code of Conduct at all times.

5.School's register of Approved Visitors

The School holds a register of approved visitors maintained by the School Secretary. The School also holds a register of approved contractors maintained by the School Business manager.

Visitors on this register must follow the Visitor Code of Conduct.

6.Visiting Pupils

Pupils from other schools may visit St. Andrew's from time to time (e.g. for sports fixtures, student placement, music sessions). If visiting pupils are accompanied by a member of staff from that school, that member of staff is responsible for the behaviour of those pupils.

If pupils visit the school without accompaniment, parents must complete a medical form and the pupil is in the care of school staff. The pupil should sign in at the school office to ensure they are included in emergency evacuation arrangements.

7.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. Staff should not put themselves at risk.

They should then be escorted to the school office to sign the entry ipad and be issued with an identity badge. The procedures detailed in Appendix 1 will they apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of SLT informed. The SLT member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor enters the site, 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. If they become abusive or aggressive the police will be called.

The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

8. Governors and Volunteers

All governors and volunteers must comply with the relevant safer recruitment procedures. Please note that Governors and volunteers should sign in and out using the entry sign in system.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Head teacher and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity.

Authorised by:

On behalf of the Board of Governors

Date:

Date of next review:

Appendix 1

Visitor Procedures

Visitors to St. Andrew's C.E. Infants' School

Visitors to St. Andrew's may be asked to bring formal photographic identification with them at the time of their visit (unless they are named on the Approved Visitors list or are a visiting pupil). All visitors must follow the procedure below:

- Once on site, all visitors must report to the office first (separate procedures apply for parents attending School events - see section 4 above).
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to show photographic identification to the contact member of staff on the request.
- All visitors will be asked to log in to the electronic signing in -system which is kept in reception at all times making note of their name, organisation, who they are visiting and time of arrival.
- Reception staff will bring the following to the visitor's attention:
 - Safeguarding Personnel poster
 - Emergency evacuation procedures
- All visitors will be required to wear a lanyard containing an identification sticker - the sticker must remain visible throughout their visit.
- The contact member of staff will be asked to come to the school office to receive the visitor OR visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Music recitals/Open Afternoons/Collective Worship Sessions

School parents are invited to attend music recitals/collective worship/open afternoons advertised in the newsletter. They are required to sign in the school office and are given a visitor's lanyard and clear directions to the location of the event. At the same time, they are also instructed to make their way directly back to the school office to return their sticker and sign out after the event.

Tours of the School

Tours of the School take place at various times during the year, and in particular Open Mornings (e.g. Open Day, Open Evening). The Head teacher/DHT or office staff may give tours to prospective parents, pupils, interview candidates and visiting teachers. Tours will take a prescribed route and will visit busy areas of the site. Tours will not go into changing rooms or toilets and the guide will accompany guests at all times.

Visitors to St. Andrew's C.E. Infants' School

In order to ensure the safety of the children, the entrance to the School must remain locked at all times.

All external visitors to the School must sign in with the relevant details asked for.

Any external contractor coming onto the premises to carry out maintenance or other such activity must have their identification checked by staff and be issued with a visitor's badge. Such visits should be expected and planned in advance whenever possible.

School staff members should not open the front door to visitors unless they are able to take them to the school secretary who will arrange for them to sign in. No visitors should ever go straight to a classroom without seeing a member of the administrative staff first.

Due to the very short nature of the visit, parents arriving to collect their child during the school day do not need to be signed in, but they must wait in the entrance foyer whilst their child is brought to them.

In the unlikely event of staff seeing a visitor in the school without a visitor's badge, the visitor must be challenged and taken to the school office for identity checks to be carried out.

New staff members will be given clear instructions in ensuring these procedures are followed at all times.

Visitors Departure from School

On departing the School, visitors **MUST** leave via the school office and:

- Sign out using the electronic signing system
- Return the identification sticker to the school office
- A member of staff should escort the visitor to the school office.

Appendix 2

Visiting Speakers

Visiting Speakers/entertainers/musicians are integral to enhancing our curriculum and giving our pupils first hand experiences.

The Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) requires St. Andrew's to have a clear protocol for ensuring that any visiting speakers, are suitable and appropriately supervised. The Prevent Duty requires the School to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism. Radicalisation is the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors' protocol set out in this document.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out above.

Actions

Any member of staff inviting in a visiting speaker, or overseeing a group of pupils who would like to invite in a visiting speaker, must as a minimum carry out an internet search on the proposed speaker.

If the internet search reveals information that indicate the speaker presents a risk of radicalisation then the matter must be referred to the School's Prevent Lead (Head Teacher) who will discuss the proposed invitation with the DHT/CP Governor. The Head will ultimately decide if it is appropriate to invite the speaker to attend the School.

All visiting speakers will be required to bring proof of ID unless the speaker is known by the School. It is the responsibility of the supervising member of staff to check the ID and to supervise the speaker at all times.

If a visiting speaker is carrying out other duties for the School, on a paid or unpaid basis, then they are likely to be categorised as either staff or a volunteer. If that is the case, then formal vetting checks will be necessary in accordance with the usual

practices for staff and/or volunteers. It is only when formal vetting checks are necessary, that they must be recorded on the single central register (SCR). Informal checks on a visiting speaker do not therefore need to be recorded on the SCR.

When a visiting speaker visit is arranged at St. Andrew's, the event should be discussed with the Head teacher and entered into the School diary and the following information should be provided:

- Date
- Name of speaker and Title/Role (e.g. Professor at....)
- Title of talk
- Age range at which the talk is aimed.

If any content of a talk proves highly contentious or falls outside the School's expectations, the member of staff organising the talk must report this to the Head without delay.

In fulfilling its Prevent Duty obligations the School will not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.