

St Ives Infant School



Visitor Policy

Approved by Governors – March 2021

To be reviewed – October 2022

St Ives Infant School welcomes visitors. We expect all visitors to comply with all school procedures, particularly those in respect of Health and Safety, Safeguarding and Child Protection.

At the time of writing, visitors would also need to comply with our latest Risk Assessment for COVID 19 procedures.

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objectives of this policy are to set out clear protocols and procedures for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers, conforms to safeguarding guidelines and prevents unsuitable people from working with or accessing children in the school setting.

We have responsibility for the safety and well-being of all of our children 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 for after school activities (including peripatetic teachers, visiting speakers etc.)
- Governors
- Parent / Carers
- Children
- Council employees
- Building and maintenance contractors

Protocol and Procedures - Visitors invited to the school

- All visitors to the school will be welcomed promptly and politely
- Staff should, where possible, inform the office when visitors are expected into school so that arrangements can be made for them to be signed in and directed appropriately.
- Signs outside the main school building direct visitors to the main reception.
- All visitors to the school should report to the school office where they will be welcomed and asked to sign in and read the information for visitors on their badge.
- Visitors will be given a lanyard to wear identifying them as visitors.
- Visitors will be escorted to the person they are meeting who will then supervise their visit.
- Contractors will be escorted to their work area and will be expected to adhere to Health and Safety regulations to ensure that safe working practices are followed.

On departing, visitors leave via reception and:

- Sign out
- Return the identification badge to Reception

Authorised Visitors

Visitors from other professional bodies such as Health Visitors, School Nurses and Social Workers will be met and escorted by the relevant member of staff. If they need to speak to a child on their own they will use one of the rooms with a glass panel close to the school office.

Visitors such as music teachers, supply teachers and sports coaches who have a formal arrangement to come into school on a regular basis will sign in using the procedure outlined above but will not need to be escorted whilst in school.

The school will verify the identity of such visitors to the school and copies will be taken of relevant documentation. Further security checks including DBS may be required and the school administrator will determine whether this is required.

Breaches of Security

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity badge. The above procedures then apply.

If a visitor refuses to comply they will be asked to leave the site immediately. The headteacher will consider the situation and decide if it is necessary to inform the police.

Volunteers

Government guidelines state that new volunteers do not require a DBS check if they are supervised during their time in school. Our policy is to carry out DBS checks on volunteers if they volunteer regularly.

Training

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit by a staff discussion led by SLT, and a decision made as to whether they may be asked to visit the school in future.

Visiting Speakers

We encourage the use of external agencies or speakers to enrich the experiences of our students.

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.

All External Agencies and Speakers must read the Agreement for Visiting Speakers (Appendix 1)

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Messages communicated to the children must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals
- Messages must not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies
- Visitors should explain to the children that they are speaking as a member of a particular faith if they are visiting the school in that capacity

- The content of the presentation/speech/activity must be appropriate to the age and needs of the children. This will normally be discussed prior to the visit, but please do ask us in advance if you are not sure of any aspect of your visit.

We recognise, however, that the ethos of our school is to encourage students to understand different views and beliefs, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed discussion, and we may use external agencies or speakers to facilitate and support this.

All visits will be planned and evaluated (see Appendix 2) and we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils (see Appendix 3)

This policy should be read in conjunction with other related school policies and procedures including:

- Safeguarding and Child Protection
- Health and Safety
- The Government's Prevent Strategy
- Keeping Children Safe in Education (KCSIE)
- Volunteers handbook
- COVID 19 Risk Assessment if appropriate

Protocol for Visiting Speakers

Thank you for coming to school to talk to the children and share your knowledge and experiences. We welcome visitors and value their contribution to the children's education.

We would be grateful if you could spend a few minutes reading this protocol and follow its procedures during your visit.

Thank you!

- Please wear your visitor lanyard during your time in school.
- Messages communicated to the children must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals.
- Messages must not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- The school has a duty to promote the Government's fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Visitors to school must comply with this too.
- Visitors should explain to the children that they are speaking as a member of a particular faith if they are visiting the school in that capacity.
- The content of the presentation/speech/activity must be appropriate to the needs and age of the children. This will normally be discussed prior to the visit, but please do ask us in advance if you are not sure of any aspect of your visit.
- Visitors will be accompanied by a member of staff at all times.
- The school is committed to safeguarding and promoting the welfare of children and maintaining a safe environment for everyone. This is reflected in the following policies which we would be grateful if you could follow.
 - Emergency: If the fire alarm sounds please leave the school by the nearest exit and proceed to the school field which is our assembly point.
 - Safeguarding children: If you have any concerns about a child during your visit to the school please talk to a member of staff in the school office who will ensure that it is passed on to the headteacher.
 - Health and safety: Please report any illness, injury, accident or health and safety concern to the school office.

We hope you enjoy your visit!

Appendix 3 Planning and evaluating a visiting speaker

The organiser is to complete and discuss with the headteacher *before and after* a visit.

Organiser Name _____ Organiser Signature _____

Date _____

Visitor/speaker details

Curriculum area	
Year group(s)	
Nature/topic of the visit	
Date of the visit	

Aims of the visit/talk

Aim of the visit (please tick all that apply):	
<input type="checkbox"/>	Improve subject engagement
<input type="checkbox"/>	Raise self-esteem/improve personal or social skills
<input type="checkbox"/>	Improve attitudes to learning
<input type="checkbox"/>	Promote British values
<input type="checkbox"/>	Contribute to the development of spiritual, moral, social and cultural (SMSC) education
<input type="checkbox"/>	Enrich the curriculum
<input type="checkbox"/>	Other (please list):

Pre-visit assessment

Why would you like this visitor to work with the children? What will they gain from the experience? Note any evidence you have (e.g., observations on behaviour, learning observations, or progress and attainment information)

Post-visit assessment

Reassess the evidence above. Have there been any changes?

Would you recommend this speaker/visitor again? Why or why not?

Appendix 2 Visiting Speaker Checklist

✓	Vetting procedures	Notes
	<p>How did the school find the speaker?</p> <p>Was he/she recommended by a trustworthy person/organisation?</p>	
	<p>Does the school have the speaker's CV?</p>	
	<p>Does the speaker have appropriate DBS checks in place?</p>	
	<p>Does an internet search about the speaker raise any concerns?</p>	
	<p>Can the speaker provide references of other schools where he/she has spoken?</p> <p>What is the feedback from those referees?</p>	
	<p>Is it possible to meet with the speaker beforehand?</p>	
	<p>Have you discussed the school's expectations with the speaker?</p> <p>Do they understand the purpose of their visit and any rules the school has in place?</p>	