

WESTFIELD PRIMARY SCHOOL

# Visitors Policy And Visiting Speakers Agreement

November 2023

Review date: November 2024



## Visitors Policy and Visiting Speakers Agreement

This policy should be read with the following policies:

- Child Protection & Safeguarding Policy
- Assembly (Collective Worship & Spirituality) Policy
- The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015 as amended) <https://www.gov.uk/government/publications/prevent-duty-guidance>
- Keeping Children Safe in Education DfE 2023 and any subsequent amendments.
- Visitors Essential Guidance (Appendix 2).

### **1. Introduction**

Visitors are welcome to Westfield Primary School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its 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 under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Westfield Primary School 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, governors, 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 is drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations. The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015 as amended) requires schools to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised. The school may research any external speaker in line with Prevent.

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 after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)

- All governors of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

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

## **2. Guidance and Responsibilities**

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing visitors to the school. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors equally.

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.

## **3. Types of visitor**

There are a number of different types of legitimate visitors to a school:

- Visitors who attend the school in connection with pupils and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with pupils in roles such as peripatetic tutors, sports coaches.
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Other legitimate visitors ie parents, parent helpers, school governors.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard children, the reputation of the school and the visitor. Where appropriate, DBS checks and risk assessments should be undertaken. The headteacher or a member of the senior leadership team should be aware of visits in advance.

## **4. Procedures for all visitors invited to the school**

- Where possible visits to the school should be pre-arranged. Visitors who arrive in school without pre-arrangement may not be able to carry out their intended visit purposes.
- Permission should be granted by the headteacher or member of the senior leadership team before any visitor is asked to come into school. The headteacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.
- All visitors must report to reception first and they must not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.

- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification and, where appropriate details of DBS certification.
- All visitors will be asked to sign in using the electronic recording Inventory system which includes a photograph of the visitor being taken. Visitors that attend the school in a group of more than one visitor must each sign in separately. If the visitor is part of a large group of visitors a separate register may be used.
- All visitors will be required to wear a visitor's lanyard or label which clearly displays their photograph. Visitors who have provided evidence of DBS clearance and identification will be provided with a blue visitor's lanyard. Visitors who have not provided evidence of DBS clearance will be provided with a yellow visitor's lanyard. If the visitor is part of a large group of visitors a visitor's label without a photograph may be issued.
- Visitors admitted with blue lanyards will be informed that personal devices with photographic or recording capabilities must be left in vehicles or handed to the office (devices will be kept in named envelopes in the tray on top of the safe in the office.) and cannot be used in school. If visitors refuse to hand over these personal devices they will be issued with a yellow lanyard.
- Visitors with yellow lanyards may keep their personal mobile phones and devices with them as they are always supervised around school but should be asked to keep their phones /devices out of sight and switched to silent.
- All DBS professional visitors will be reminded that work mobiles should not be used in communal areas (e.g. classrooms etc,) and be switched to silent.
- Visitors should wait in the reception area until they are escorted to their destination by a member of the office staff or met by an appropriate member of staff to be escorted to their destination. The member of staff at the destination point will be responsible for them while they are on site.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record.
- At no point should a visitor who has not been issued with a blue visitor's lanyard be left on their own with pupils. If visitors find they are alone with pupils they should report to a member of staff or reception.
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- In the event of a lockdown alarm/drill, the visitor should be instructed what to do by the closest member of staff.
- On departing the school, visitors should leave via reception, sign out using the Inventory system and return their visitor's lanyard and or identification label to reception.

## **5. Visitors whose purpose is to work with students in some capacity**

For visitors who work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals:

- Staff should ensure all normal visitor policy requirements are followed.

- Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building.
- If a visitor has DBS clearance they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed in advance.
- 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' policy.

## **6. Use of External Agencies and Speakers**

At Westfield Primary School we encourage the use of external agencies or speakers to enrich the experiences of our students; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

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 directly be 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 must read the Visiting speakers agreement. (Appendix 1)

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

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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 students

Any visual presentation, such as Powerpoints and video clips, will be received and checked by the member of staff leading on the visitor's school attendance, to ensure the content is unbiased and sits within the school ethos. An outline of the key points of the delivering speaker will be sought and checked, alongside the Powerpoint or other resources to be presented by the member of staff leading on the visitor's school attendance. The responsibility for checking the content fits the ethos of the school lies with the member of staff organising. If there are any concerns, these should be raised with a member of SLT for clarification.

We recognise, however, that the ethos of our school is to encourage students 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 and

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 students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

Additional vigilance will be given to the content spoken of any visitor who will be speaking to children or staff, particularly for the first time. Speakers may be asked to end their presentation/talk at any time during the deliverance by a member of staff watching, should it be felt to be inappropriate.

## **7. Staff from other agencies (eg, Supply Teachers)**

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore, it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with pupils. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided. This will be stored on the Single Central Record.

## **8. Contractors**

For building or maintenance contractors the school will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation - fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have DBS clearance. Contractors should sign in at the Inventory and be issued with a visitors' lanyard or label.

If, in exceptional circumstances, any contractor without DBS clearance is working in an area of the school where pupils are present, they will be accompanied by the Site Manager, or another member of staff.

## **9. Trainee teachers**

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with pupils they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

## **10. Governors**

- All governors have DBS clearance.
- Governors should wear their ID lanyard at all times.
- Governors should sign in and out using the Inventory system.
- New governors will be made aware of the policy and be familiar with its procedures as part of their induction.

## **11. Ofsted**

- Our policy is to ask Ofsted staff for photographic ID on arrival and they will be required to follow the usual signing in procedures.
- However, we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check

## **12. Unknown/uninvited or malicious 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.
- They should then be escorted to reception to sign in using Inentry and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher should be informed immediately.
- The Head Teacher and/or members of the Senior Leadership Team 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 for.
- In extreme circumstances or if the unknown/uninvited visitor refuses to leave, the police should be called.

## **13. Concerns related to a visitor**

- Staff and pupils will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the Designated Safeguarding Lead, or in her absence to a Deputy Designated Safeguarding Lead.
  - Any issues regarding the suitability of visitors to the school should be noted by the Designated Safeguarding Lead, or in her absence a Deputy Designated Safeguarding Lead and promptly brought to the attention of the Headteacher.
- If the behaviour of a visitor causes safeguarding concerns the Headteacher or in her absence the Deputy Headteacher or Designated Safeguarding Lead should contact the LADO for advice.

## **14. Raising awareness of visitor safety with children**

- Pupils are taught that all staff and visitors will have lanyards on and if they see someone without a lanyard they should tell a member of staff (wearing a staff lanyard) and return to their classroom.

- Pupils are also taught that visitors wearing yellow lanyards ( as opposed to blue lanyards) should be accompanied by a member of staff ( wearing a staff lanyard) or other adult wearing a blue lanyard and if they see such a person they should tell a member of staff (wearing a staff lanyard) and return to their classroom.
- Posters are around the school for staff and children to be reminded of the colour of each lanyard and its meaning.

## **15. Conduct of Visitors**

- Visitors to the school will be required to act in accordance with the school's Code of Conduct for Parents, Carers & Visitors and other relevant school policies at all times. A copy of the Code of Conduct is available on the school website or from the school office upon request.
- The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.



## Appendix 1

### Westfield Primary School - Agreement

At Westfield Primary School we understand the importance of visitors and external agencies to enrich the experiences of our students.

All visiting speakers to Westfield Primary School are required to sign in and by doing so agree to adhere to the following statements in order to safeguard our pupils:

- Any visitors will adhere to our Visitors Essential Guidance (Appendix 2).
- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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 students.
- The content of talks and the media used to support the message, will be agreed with the member of staff organising the talk; and any concerns or clarification needed raised with a member of the Senior Leadership Team. Copies of presentation materials (e.g. Powerpoint) to be used need to be shared with the school prior to arrival.
- If a member of staff requests that the talk is stopped, it must be done so immediately.
- Any information obtained about children, families or others within the school will be kept confidential and not mentioned outside the school or on any social networking sites. Any concerns about a child will be shared with a member of staff and not with the child's parents or carers or anyone else.
- Mobile phones and other digital devices with photographic or recording functions will not be used in class or around the school. Such devices shall be handed into Reception on arrival or stored away safely until break times and/or leaving the premises, as directed by the member of staff accompanying the visitor.
- Personal phones, cameras and other devices will not be used to photograph children and no photographs will be taken unless instructed by the teacher and using school equipment.
- Visiting speakers will also be accompanied by a member of staff at all times.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 2**

### **Guidance for Adult Visitors to our School** **(November 2023 )**

**You may only enter the school if you have an arrangement with a member of staff to be on the premises.  
Please read this guidance carefully.**

Westfield Primary School is asking for the support and understanding of our visitors in helping us minimise the risk of respiratory infections, including coronavirus (COVID-19) to our pupils, staff and families.

Our school continues to take guidance from UK Health Security Agency (UKHSA) (previously known as Public Health England) and the Government including guidance for living safely with respiratory infections, including coronavirus (COVID-19).

We ask that you refrain from visiting Westfield Primary School if you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well.

Along with all members of the Westfield Primary School community, any visitors to the school should wash their hands with soap and water before leaving home and again when they arrive at school. Hand sanitisers will also be available on arrival and throughout your visit.

Westfield staff have the option to wear face masks when in crowded places, such as at pick-up / drop off times. When meeting parents, visitors to the school or professionals from outside agencies in smaller groups staff may choose whether they feel more comfortable wearing a mask or not. Professionals from outside agencies and visitors may wish to do the same.

#### **Working with children**

If you need to use the toilet facilities during your visit, please ask a member of school staff and you will be directed to appropriate facilities to use.

If you wish to have a break, lunch or refreshments during your visit please bring the relevant refreshments with you. You will be advised where you may take your breaks.

If you have any questions, please contact the member of staff you were due to visit.