



Visitors Policy and Visiting Speakers Agreement

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Contents

Introduction	3
Guidance and Responsibilities.....	3
Types of visitor.....	3
Procedures for ALL visitors	4
Use of External Agencies and Speakers	4
Staff from other agencies (eg, Supply Teachers).....	5
Contractors	5
Use of school onsite facilities by external visitors/ hirers of the schools facilities.....	5
Trainee teachers.....	6
Governors	6
Parents and relatives	6
Ofsted	6
Safeguarding.....	6
Concerns related to a visitor	6
Raising awareness of visitor safety with children.....	6
Appendix 1	8
Visiting Speakers Agreement	8
Appendix 2	9
External Speaker Checklist.....	10
Appendix 4	12

South Camberley Primary and Nursery School

School Visitor Policy

Introduction

This guidance is intended to help South Camberley Primary and Nursery School manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Executive Head Teacher and the Local Advisory Committee.

Visitors are welcome to South Camberley Primary & Nursery 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 South Camberley Primary and Nursery 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.

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, Maintenance and Infrastructure Contractors

This policy applies to all visitors invited to South Camberley Primary & Nursery School

Guidance and Responsibilities

The Executive Head Teacher and Chair of Local Advisory Committee 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. Abusive, threatening or violent behaviour will not be tolerated. If such behaviour occurs, the person concerned will be asked to leave the school site; if they refuse to leave, the police will be called. All staff should be made aware of this guidance and that it applies to all visitors equally.

Types of visitor

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

- Visitors who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, SEND officers, targeted support workers or health related professionals
- Visitors attending to work with children 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 Head Teacher or senior leadership team should be aware of visits in advance and details be logged into Inventory where possible in advance.

Procedures for ALL visitors

- Wherever possible, visits to schools 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 Executive Headteacher before any visitor is asked to come into school. The Head Teacher 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 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, visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification if required. They should also be ready to produce formal identification and, where appropriate a DBS certificate.
- All visitors will be asked to sign in using the electronic recording system which includes a photograph of the visitor being taken (if the visitor is part of a large group of visitors a separate register may be used and visitor stickers worn)
- A visitor's badge (containing fire assembly points and DSLs) should be worn and displayed prominently. Red visitor lanyards are for occasional classroom volunteers and visitors with no DBS clearance. Anyone wearing a red lanyard may not have any unsupervised access around school- they must be supervised at all times. If the visitor is part of a large group of visitors a visitor's label without a photograph may be issued. Other lanyards are grey lanyards for South Camberley staff, and contractor lanyards for any contractors without DBS clearance.
- Visitors who have provided a DBS certificate or other evidence of DBS clearance and identification will be provided with a blue lanyard.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination 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.
- Visitors should not be alone with pupils/children 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.
- Office staff will highlight the names of the DSLs on arrival to all visitors. Visitors will be issued with a visitor pamphlet which outlines expectations.
- Visitors must ensure they keep their phones on silent and in their bags. Phones and cameras must not be used to record or take images of children with permission for a member of the Senior Leadership team.
- 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 of the building using inventory, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures

Use of External Agencies and Speakers

At South Camberley Primary and Nursery 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)

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.

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. 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.

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

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.

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 as well as a bridging letter (see Appendix 3 for example wording) from the agency. Therefore, it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided. Details will be stored on the Single Central Record or in the DBS folder.

Contractors

For building or maintenance contractors schools 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 a DBS. Contractors should sign in and be issued with a visitors' badge. If the contractor is working in an area of the school where students are present, they will be accompanied by a member of the facilities team, or another member of staff if they do not have a DBS. Contractors sending staff into school on a regular basis will be required to provide a bridging letter (see Appendix 3 for example wording), details will be recorded on the Single Central Record/in the DBS folder.

Use of school onsite facilities by external visitors/ hirers of the schools facilities

Using open source research to indicate whether the external visitor or hirer of the school facilities satisfies any of the criteria outlined above, South Camberley Primary and Nursery School will make an assessment as to whether the external visitor or hirer are appropriate to use the school facilities.

If, following open source research, an external visitor or hirer is assessed as being suitable to hire or use the school facilities the individual or agency will be given a copy of the school's safeguarding policy and be asked to read and sign to say they agree to abide by it.

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 or trainee teachers do not have unsupervised contact with children 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.

Governors

Governors should follow the same procedures as other visitors when coming into school.

- DBS checks must be obtained for all governors.
- 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 familiar with its procedures as part of their induction.

Parents and relatives

Keeping Children Safe in Education says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors for school events such as children's relatives or other visitors attending Christmas performances or a sports day. In these circumstances senior staff should use their professional judgment about the need to escort or supervise visitors.

Ofsted

Our policy is to ask Ofsted staff for photographic ID on arrival and they will 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.

Safeguarding

If any visitors have safeguarding concerns related to a member of staff they should immediately share these concerns with the Executive Headteacher or Heads of Site. If they have any concerns related to the safeguarding of children for example if a child makes a disclosure they should immediately share these concerns with a Designated Safeguarding Lead.

Concerns related to a visitor

Staff and students 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 person for safeguarding.

Any issues regarding the suitability of visitors to the school should be brought to the DSL noted by the designated person for safeguarding and promptly brought to the attention of the Heads of |Site/Executive Headteacher.

If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the LADO for advice.

Raising awareness of visitor safety with children

Staff and students will be reminded on a regular basis that they should remain with a staff member and not leave an area which is not supervised by a member of staff.

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 lanyard) and return to their classroom.

Appendices

1. Visitor speaker protocol

2. **School Facility use – hire and user agreement**
3. **Bridging letter – example wording**
4. **Flowchart DBS checks**

Appendix 1

Visiting Speakers Agreement

At South Camberley Nursery and 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 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.**
- **Visitors without a DBS will also be accompanied by a member of staff at all times**
- **All visiting speakers to be given a copy of this agreement prior to their visit.**

Appendix 2

South Camberley Primary & Nursery School Hire & User Agreement

Letting Agreement between South Camberley Primary & Nursery School and

_____ (The Hirer) and

_____ (The User, if different to above)

for the use of South Camberley Primary & Nursery (The School Premises)

For the purpose of

On _____ (please enter dates and times)

The Hirer/User agrees:

1. To pay the sum agreed for the above letting within 30 days of invoice date and in all cases, no later than 48 hours before the letting date.
2. That the hire is subject to the Terms and Conditions of hire attached to this agreement.
3. Hirer / User acknowledges, they have read and understood South Camberley Primary & Nursery School Child Protection & Safeguarding Policy, available on the website.
<https://www.southcamberley.surrey.sch.uk/attachments/download.asp?file=1660&type=pdf>
4. To provide a copy of their Public Liability Insurance policy certificate.
5. That they will leave the School Premises in good condition at the end of every hire and acknowledge that South Camberley Primary & Nursery School is a non-smoking site and that dogs are not allowed on the premises.
6. That any damage caused or noticed will be notified as soon as practicably possible to the School's Lettings Officer.
7. Hirer to provide school with a copy of their organisation's safeguarding policy and procedures.
8. Hirer ensures no child or group of children or young people under 16 are left unattended on school premises at any time.
9. Hirer ensures that where appropriate a register of children attending a regular activity will be kept. This will include details of their name, next of kin and telephone number.
10. Hirer agrees to complete written details within 24 hours of any accident occurring during their occupation of the premises which did or could give rise to injury or a safeguarding concern.
11. Hirer informs the school in writing within 24 hours of
 - a) any allegations of abuse or cause for concern relating to members of your organisation who are involved with the activity, and
 - b) any known offenders seeking to join your membership, and agree you will manage such allegations or agreement with offenders in co-operation with statutory agencies, and with the school.
12. Cancellation by the hirer within 2 weeks of the letting may incur charges. All cancellation within 48 hours will incur 25% cancellation fee.
13. The hirer to ensure that all DBS details held by the school are up to date and the letting officer or Executive Headteacher are informed of any changes in the hiring group's staffing and DBS details asap.
14. The hirer agrees that they do not support extremist ideologies or promote hatred.

Signed on behalf of South Camberley Primary & Nursery School

_____ **Executive Headteacher**

Signed by the Hirer: _____

Signed by the User (if applicable): _____

Date: _____

External Speaker Checklist

Name of teacher submitting request:	
Name of guest speaker:	
Lesson/Assembly title:	
Lesson/Assembly date:	
Aim of the lesson/assembly:	
Name and address of external speaker's organisation:	
Name and address confirmed:	YES / NO (delete as appropriate)
Open source research completed: By: <i>[Insert Name]</i> Date completed:	YES / NO (delete as appropriate) Please list open source references below
Individual/agency/organisation assessed as suitable based on open source research:	YES / NO (delete as appropriate)
Date resources / PPT received in advance:	
Contents checked:	YES / NO (delete as appropriate)
Contents approved:	YES / NO (delete as appropriate)
External speaker approved:	YES / NO (delete as appropriate) If 'No' please outline reasons below
Name of teacher to be present during the lesson/assembly:	
Name, date and signature of person completing the form:	Name: Date: Signature:

Appendix 3

Example wording for a bridging letter to be on Company Headed Paper.

"As a contractor providing services to schools, we confirm that all necessary safeguarding checks have been carried out and cleared for all staff at (*Company Name*) prior to them attending your school, including:

An identity check

A barred list check

An enhanced DBS check

A check to establish the person's right to work in the UK

An overseas criminal record check (if required)

We confirm that there is no known reason why this person/these persons should not be working in a school.

(Names and DBS numbers/date check undertaken for each member of staff coming into South Camberley Primary and Nursery School)."

