



# External Visitors Policy

October 2023

To be reviewed no later than October 2025

## **1. Policy Statement**

Our school assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Proprietor, Head Teacher and staff to ensure that this duty is followed at all times. In performing this duty, the school 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 procedures. Failure to do so may result in the visitor's escorted departure from the school site.

## **2. Policy Responsibility**

The Head Teacher is the member of staff responsible for implementation, coordination and review of this policy. The Head Teacher will also be responsible for liaising with the school's staff, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Head Teacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

## **3. Aims**

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

## **4. Objectives**

To have in place 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 adheres to child protection and safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

## **5. Where and to Whom the Policy Applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

Wider leadership from the Proprietary body.

All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).

All parents and volunteers.

Other education related personnel (advisors, inspectors, health professionals).

Building & maintenance and all other independent contractors visiting the school premises.

External exam candidates.

## **6. Protocol and Procedures**

### **6.1 Visitors Invited to the school:**

a) Before any visitor is invited to the school, the Head Teacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school calendar this will be discussed as part of the regular review of the diary and at senior leadership team meetings.

b) When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:

Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school calendar.

All visitors must report to the school reception desk.

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 asked to sign-in.

All visitors will be required to provide their name, organisation (if applicable), who they are visiting and vehicle registration (if applicable).

All visitors will be required to wear a visitor identification lanyard. The lanyard must remain visible throughout their visit. The lanyards in school are coloured to reflect the level of clearance they have around school

Neurodiversity Inclusion Lanyards (Black & White) – school staff

Green full checks in place and on SCR or agreed by Head teacher that checks have been made which would mean they would not need to be accompanied at all times.

Red- visitors who need accompanied at all times by fully checked staff

All visitors will be required to be escorted at all times by school staff, with one member of staff to take responsibility for them during their visit.

To safeguard all children and staff, if visitors are not wearing an identification lanyard, staff will politely challenge visitor for the nature of their visit. The visitor will then be escorted to reception so that an identification lanyard can be issued. The admin team will then contact and locate school member of staff hosting the visitor.

All visitors will be given the opportunity, subject to nature of visit, to read the school's safeguarding and child protection policy, general information about schools premises, health and safety policy, and Fire Evacuation Plan.

c) On departing the school, visitors should leave via the school reception and sign out, returning the identification lanyard to the school reception.

## **6.2 Parent Visitors**

Partnership with parents and foster parents is important. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents / drivers on the school site at the start and end of the school day and for controlling and monitoring their access.

Parents who visit the school site at times other than the start and end of the day are expected to report to the main reception to make the purpose of their visit known. Parents to follow the procedures a set out in 6.1. When parents have signed in, they will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit.

Exceptions to this are when there is a planned school or classroom event (eg, Open Day), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

## **6.3 Ex-Pupils**

Should ex-pupils want to visit the premises a request must be made in advanced prior to visiting. All requests will be subject to Head Teacher approval.

Ex-pupils may return for further exams as private candidates, however, they will be expected to follow policy for adult external visitors. No unsupervised liaison with current students will be permitted. They may attend for their exams and leave upon completion.

#### **6 4. Check List for Members of Staff Organising Visits from External Agencies**

Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people.

Staff arranging speakers at the school must notify the Head Teacher in advance of the plans so that she can be assured that the appropriate checks are carried out to ensure messages delivered are appropriate and align with the stated values of the school.

Check (or ask a senior member of staff to help with this) that the visitor comes from an organisation which has values which align with those of the school. This may involve a Google search. Agree in advance for details of what the content of the talk/lesson will be. Before the visit, discuss with the visitor how the session fits in with the school's programme, scheme of work, values and ethos. Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session. Inform the visitor of: number, age and gender ratio of students' background, ethnicity and culture of students, special educational needs (if applicable).

Provide access to relevant school policies e.g. risk assessments, as appropriate. Inform relevant people of the presence and remit of the visitor, e.g. school reception in advance for the calendar and visitor badges.

Inform pupils in advance of the activity. Provide the visitor with a named contact. Organise meet and greet arrangements and classroom or assembly lay out.

Ensure the relevant staff member (i.e. class teacher/LSA) is present during the session and responsible for class discipline. Ensure the activity meets Health and Safety guidelines.



		<b>Harm</b>			
		1	2	3	4
<b>Likelihood</b>	1				
	2				
	3				

<b>Subject of Assessment</b>	External Visitors
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Date Completed: October 2023

Date of Review: October 2025

Contextual factors? (Hazards)	What is the risk?	Level of likelihood	Level of harm	Risk Factor	Control measures	Adj. RF
Unknown personnel on school premises	Child Abduction	1	4	4	All planned visitors to be approved. All visitors to adhere to policy. Visitors to wear lanyard on duration of visit. Visitors will not have unsupervised access to pupils.	2
	Inappropriate interaction with pupils	2	2	4	Visitors will not have unsupervised access to pupils. Visitors to have a designed member of staff responsible for briefing and supervision. Pupils to be educated on safe working practice with unknown personnel.	2
	Access to confidential information	2	2	4	School staff to follow policy regarding storage and use of data and confidential information. Visitors to have a designed member of staff responsible for briefing and supervision. Visitors will not have unsupervised access to school, with visit limited to necessary area of operation.	2
	Potential conflict when working with students	3	2	6	When working with external visitors, supervision, welfare and behaviour	3

					management will be monitored by school staff (teachers and PEGs) in order to maintain consistency of care.	
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