

## Visitors and Visiting Speakers Policy and Procedures

### Contents

1. [The Policy](#)
  2. [Guiding Principles](#)
  3. [Visitors and regulated activity](#)
  4. [Visitors' Code of Conduct](#)
  5. [Visitors' Procedures](#)
  6. [Visiting Speakers' Protocol](#)
  7. [Volunteers](#)
  8. [Work Experience Volunteers](#)
  9. [Parents attending Foundation events](#)
  10. [Occasional and temporary contractors \(who are not on the Single Central Record\)](#)
  11. [Visitors to Boarding](#)
  12. [Unknown/Uninvited Visitors to the School](#)
  13. [Related policies](#)
- [Annex A - Checklist for Visiting Speakers](#)
- [Annex B - Visiting Speakers - Risk assessment under the Prevent Duty](#)
- [Annex C - Vetting Checks on Volunteers and Visitors](#)
- [Annex D - Vetting Checks on Contractors](#)

## **1. The Policy**

- 1.1. This policy applies to all of the nurseries, schools and boarding houses of the Stephen Perse Foundation (the **Foundation**), to visitors, visiting speakers and staff.

## **2. Guiding Principles**

- 2.1. The Foundation welcomes parents and other visitors to our nurseries, schools and boarding houses and understands the importance and benefits of these visits. The Foundation is also committed to safeguarding the welfare of its pupils and staff and protecting our facilities and equipment. This policy has been developed in accordance with [Keeping Children Safe in Education \(KCSIE\) 2022](#) part 3 which outlines requirements in relation to how education settings should manage having visitors on site.
- 2.2. This policy applies to visitors to the Foundation during normal school hours, and outside of school hours when children are on site, in connection with the purposes of the Foundation.
- 2.3. This policy is written in keeping with the requirements of the National Minimum Standards for Boarding Schools (**NMS**). The Foundation seeks to keep its employees, pupils and boarders safe from trespassers to the site at all times.
- 2.4. Separate documentation and procedures are in place for individuals, community groups or organisations hiring the Foundation premises for purposes not connected with the Foundation ('hirers'). Hirers are therefore not in the scope of this policy.

## **3. Visitors and regulated activity**

- 3.1. A person considered to be attending the Foundation in a visitor capacity only will not be undertaking regulated activity, and therefore the Foundation is unable to carry out formal vetting checks on those individuals. It is therefore important that staff and visitors adhere to this policy which includes the Visitors' Code of Conduct, detailed below.
- 3.2. The Foundation holds a Single Central Record (**SCR**) of personnel who have had the appropriate safeguarding checks, which is maintained by the Foundation's Human Resources (HR) team. The individuals on the SCR are allowed unsupervised access to the Foundation, and therefore the Visitors' Protocol does not apply to those individuals.

## **4. Visitors' Code of Conduct**

### **4.1. This Code of Conduct applies to all visitors to the Foundation.**

- A. A visitors' badge, accompanied by an appropriately coloured lanyard as per section 5.3 of this policy, is to be worn in order that it can be seen at all times during the visit.

- B. All visitors must be accompanied by a staff member throughout the visit (unless the Foundation has carried out the required checks to confirm the visitor can be permitted to be unaccompanied).
- C. All visitors are required to return to the relevant School or boarding house reception with a supervising member of staff once their visit is over.
- D. All visitors are required to sign out and return their visitors' badge and lanyard to reception staff.
- E. All visitors must report any unsafe or inappropriate behaviour or Health and Safety issues or any other matter giving them cause for concern to one of our Safeguarding Personnel (who are identified by name and photographs in each School and Nursery Reception and in the lobbies of the boarding houses, and by name in the Foundation's Safeguarding and Child Protection Policy).
- F. Visitors must take reasonable care of their own health and safety and that of others at the Foundation.
- G. Visitors may only use staff and visitor toilets on Foundation premises. Visitors may not use the toilets designated for students.
- H. Visitors must not reveal any personal or confidential information they may learn about the School or the Foundation during the course of their visit to any third party.
- I. Should there be a fire evacuation, a member of staff will accompany visitors out of the building to the agreed assembly point.
- J. The Foundation operates a no smoking policy (including e-cigarettes) on all school and boarding premises.
- K. Visitors entering EYFS areas will be made aware that mobile phones and cameras must not be used in these areas and must adhere to this.

## **5. Visitors' Procedures**

5.1. All visitors and staff must follow the procedure below:

- The relevant school office/reception staff must be informed of all pre-arranged visitors in advance and how to contact the host.
- Once on site, all visitors must report to reception first. All visitors must state the purpose of their visit, who has invited them and be prepared to provide photographic proof of ID if asked by the member of staff.
- All visitors must sign in on the electronic signing in system, InVentry, which records an image of the visitor, and return to the School Reception to sign out and return their visitors' badge and lanyard when leaving the Foundation site.
- Details of the relevant Foundation safeguarding personnel are visible to all visitors either through the electronic sign-in or on display in the reception areas.
- A Visitor Agreement which includes basic health and safety information is displayed on the electronic sign-in screen when visitors sign in at reception. The host is responsible for ensuring that the visitors have been informed of the fire evacuation procedures including the assembly point. Although in practice, this is often carried out by the office staff on the

visitor's arrival, the visitor may need to be shown the directions to the assembly point from where they will be based in the building.

- All visitors will be required to wear an identification badge and the relevant lanyard, which must remain visible at all times during their visit.
- The member of staff hosting the visit will be asked to go to reception to meet the visitor(s) who will then be escorted to the point of contact, if applicable. The contact will then be responsible for them on site. The visitor must not be allowed to move around the site unaccompanied unless they are registered on the Single Central Record and appropriate checks have been conducted.

5.2. The Foundation, and our individual nurseries, schools and boarding houses, are not required to check the identity of visitors but may choose to do so where it is deemed appropriate. Where identity is to be checked the visitor will be informed in advance. In this case, a photographic form of evidence of identity must be provided wherever possible e.g. driving licence, passport or identity card. Reception staff will verify the visitor's identity against the evidence provided. Where it is required for a copy of the ID to be retained, the member of staff should sign and date to verify that the document is a true copy of the original.

5.3. An identification badge, issued by office staff and generated from InVentry, is worn with an appropriate coloured and labelled lanyard as confirmed by the HR Team:

- green for those with full portable DBS certificate that the Foundation has seen and verified
- red for those who must be supervised on site

5.4. Visitors without DBS checks should be accompanied at all times whilst on the site of any of our nurseries, schools or boarding houses at times when children and pupils are present.

## **6. Visiting Speakers' Protocol**

6.1. The Foundation often invites speakers from the wider community to give talks to enrich our pupils' experience within the planned curriculum including the PSHEE, and Inspire & Guide programme. The Foundation recognises the enormous benefit gained by pupils from speakers from many different walks of life. Both the Foundation and the pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

6.2. [The Revised Prevent Duty Guidance for England and Wales \(2021\)](#) and the [Prevent duty: Departmental advice for schools and childcare providers \(2015\)](#) require the Foundation to have a clear protocol for ensuring that any visiting speakers to our schools are suitable and appropriately supervised. The Prevent Duty places a duty on schools to:

- Protect pupils from the risk of radicalisation, extremism and being drawn into terrorism; and
- Build pupils' resilience to radicalisation by promoting fundamental British values and enabling pupils to challenge extremist views.

For the purposes of this policy and compliance with the Prevent duty, the Foundation has adopted the Government's definitions of the following terms:

- Extremism: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas."
- Radicalisation: ""the process by which a person comes to support terrorism and forms of extremism leading to terrorism." This policy has been drawn up having regard to the Government's Prevent Duty guidance and the Foundation's wider safeguarding obligations.

- 6.3. All visiting speakers, who are not on the SCR, will be subject to the Visitors' Protocol and the Visiting Speakers' Protocol set out below.
- 6.4. All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with and approved by the relevant Head of School or a delegated member of the relevant SLT.
- 6.5. The Foundation will undertake a risk assessment before agreeing to a Visiting Speaker attending the Foundation or one of its Schools. This risk assessment may be informal where the topic and the speaker are not controversial, but may be more formal where the speaker or topic is considered to have the potential to be controversial; further details can be found in the checklist in Annex A. This risk assessment will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The Foundation may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The Foundation will not use a Visiting Speaker where any link is suspected or found to extremism, such as recognised extremist groups and movements.
- 6.6. A Checklist for Visiting Speakers can be found at Annex A to this policy and a more detailed risk assessment, where required, can be found in Annex B to this policy.
- 6.7. The member of staff organising the event will obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the Foundation may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is of educational value, appropriate to the age and maturity of the pupils to be in attendance and does not undermine Fundamental British Values or the ethos and values of the Foundation.
- 6.8. A member of school staff will be present during the visit/talk to monitor what is being said to ensure that it aligns with the values and ethos of the Foundation and Fundamental British Values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that Foundation staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the relevant Head of School or DSL/DDSL as soon as reasonably practicable after the talk/visit.

- 6.9. On arrival at the School, Visiting Speakers may be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign in using InVentry. The Visiting Speaker will be issued with a visitors' lanyard which they must wear at all times whilst on the Foundation premises. Visiting Speakers will also be briefed on the Foundation's Child Protection and Safeguarding Policy.
- 6.10. A failure by the supervising member of staff to ensure that this Visiting Speakers' Protocol is followed may be treated as a disciplinary matter.
- 6.11. If a visiting speaker is carrying out other duties for the Foundation on a regular basis they may be undertaking regulated activity. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers as detailed in the Foundation's Safer Recruitment policy.

## **7. Volunteers**

- 7.1. If a volunteer, such as a parent, is supervised and not involved in undertaking personal care, the usual Visitor Protocol applies.
- 7.2. An unsupervised volunteer, whose presence is frequent and regular is considered to be in regulated activity and the Foundation must obtain an enhanced DBS certificate with barred list information as detailed in the Foundation's Safer Recruitment policy. A guideline for vetting checks needed for volunteers can be found in Annex C.

## **8. Work Experience Volunteers**

The Foundation supports work experience placements from schools, colleges and universities and has developed a number of partnerships nationally, and internationally through the Erasmus programme. The Foundation recognises that in supporting these placements there is a responsibility for the safety and wellbeing of its own students as well as those who are volunteering. In addition to the appropriate vetting checks a risk assessment will be shared and agreed by the line manager with the work experience student.

Any work experience volunteer who needs to have access to a Foundation email address will need to attend a compliance induction.

Prior to their arrival at the Foundation, a [Risk Assessment Form for Volunteers](#) must be completed by their supervisor or line manager at the Stephen Perse Foundation.

### **8.1. Adults who supervise children on work experience**

- 8.1.1. The Foundation will follow KCSIE 2022 statutory guidance that barred list checks may be required

for people supervising a child under 16 on a work experience placement where the conditions for regulated activity are met, and the Foundation will undertake these checks.

## **8.2. Young people on work experience**

- 8.2.1 Young people on work experience do not usually require vetting checks themselves. If they are to work unpaid in another school or the early years sector, they may be treated as volunteers. A guideline for vetting checks needed for volunteers can be found in Annex C.

## **9. Parents attending Foundation events**

- 9.1. Generally, parents attending one of our schools are treated in the same way as any other visitor and are therefore subject to the Visitors' Protocol.
- 9.2. However, the Foundation recognises that there are times when it is not practical or desirable for parents to follow the Visitors' Protocol e.g. when attending ad-hoc events such as sports fixtures.
- 9.3. In those circumstances, however, staff should be present at the event and will be able to ensure there is adequate oversight or supervision of parents attending the event.
- 9.4. Parents will however be expected at all times to adhere to points E to J of our Visitors' Code of Conduct found at paragraph 4.1 above of this policy.

## **10. Occasional and temporary contractors (who are not on the Single Central Record)**

- 10.1. External contractors coming onto the Foundation premises to carry out maintenance or similar activity, during school hours or in boarding when pupils are present, must notify the school or boarding house in advance of arrival, and then report to the appropriate reception on arrival with relevant identification. The contractor will be issued with a visitor's badge and will be supervised.
- 10.2. The hosting team will then be informed of the contractor's arrival. The supervising member of staff will meet the contractor at the reception and escort them to the area in which they will be working.
- 10.3. An unsupervised contractor, in unregulated activity (see annex D) is a person appointed for a one off contract which will require access on site for three days or less. The risk assessment must identify that they will work in an area completely separated from children and will be required to present an enhanced DBS (but no barred list) and ID and is not required to be supervised. They need to be given appropriate safeguarding information in relation to the school's safeguarding code of conduct.
- 10.4. If a contractor on the SCR with all appropriate checks, brings with them an unchecked contractor

who works for the same company to carry out a specific job, the school can risk assess and determine the appropriate level of supervision. This may be the contractor on the SCR if we are confident they are known to the school. The accompanying contractor must be on a red lanyard and follow visitor protocols.

- 10.5. Information about the checks required and procedures for contractors is detailed in the Foundation's Safer Recruitment Policy and the Foundation's [Contractor and Premises Management Policy](#).

## **11. Visiting Professionals**

- 11.1 For visitors who are visiting the school in a professional capacity, we check their professional photographic ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks)

## **12. Visitors to Boarding**

### **12.1. Visitors to School Accommodation**

- 12.1.1. The Foundation recognises that staff who reside in the Foundation's accommodation (and any person authorised to occupy the accommodation with them) may, from time to time, invite visitors to their accommodation as guests. Staff, occupiers and guests are required to adhere to the separate Policy for Visitors to School Accommodation in these circumstances.

### **12.2. Visitors to boarding houses and staff accommodation with a direct link to the boarding house**

- 12.2.1. Access to boarding houses is strictly controlled. No visitor is permitted to enter a boarding house, or staff accommodation which has a direct link to a boarding house, unless they are accompanied by a member of staff.

### **12.3. Parents/relatives of boarders**

- 12.3.1. Parents or relatives of boarders are at all times treated as visitors. Parents may enter the houses at the beginning or the end of term and/or when dropping off/collecting pupils and their belongings but they should be accompanied by the pupil at all times and this will also be monitored by the boarding staff. Parents and relatives of a pupil must not enter the room of any pupil except their family member and must not enter any bathrooms apart from the designated visitor bathroom.

### **12.4. Other visitors to boarding houses**

- 12.4.1. **External contractors**

12.4.1.1. Information about the processes for contractors can be found in the Foundation's [Contractor and Premises Management Policy](#). External contractors must be supervised throughout their time in the house by a member of staff if they have not been DBS checked and supervision should still take place if they have been DBS checked whilst they are attending to a maintenance issue in a student's personal living space. If there are no students present at the time the contractor is on site, more remote supervision may be adequate. The Estates team are responsible for arranging this supervision with the boarding staff on duty before they attend.

#### 12.4.2. **Foundation Estates staff**

12.4.2.1. Members of the Estates team will only seek to access the house for the purpose of attending to maintenance of the house and they will pre-arrange their visit with boarding staff.

#### 12.4.3. **Other Foundation staff**

12.4.3.1. Foundation staff, who are not boarding staff or on duty, may need to visit a boarding house for a specific reason. They should ring the doorbell and introduce themselves to the member of Boarding Staff on duty. School staff should be supervised by the duty member of boarding staff and they should remain on the ground floor unless there is an exceptional reason such as needing to locate a pupil for a disciplinary or safeguarding reason; in such cases, the DSL or a DDSL should be consulted prior to the visit.

### 13. **Unknown/Uninvited Visitors to the School**

13.1. Any unsupervised visitor to a Foundation site who is not wearing a Foundation visitor badge and lanyard should be challenged politely by staff to enquire who they are and their business on the Foundation site. The visitor should then be accompanied back to the Reception to ensure that the Visitors' Protocol is followed.

13.2. If an unauthorised visitor becomes abusive or aggressive, they must be asked to leave the site immediately and warned that if they fail to leave, police assistance may be called for. The Foundation will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on a Foundation site is threatened or assaulted, or placed in fear for their own or others' safety.

13.3. Any major security breaches or incidents must be reported to the Principal as soon as is reasonably practicable who will ensure that the Foundation maintains a record of the incident and complies with its statutory reporting requirements.

### 14. **Related policies:**

- Contractor and Premises Management Policy
- Health and Safety Policy

- Policy for Visitors to School Accommodation
- Safeguarding and Child Protection Policy
- Safer Recruitment Policy

**Reviewed:** February 2023

**Version Control**

Date of adoption of this policy	February 2023
Date of last review of this policy	February 2023
Date for next review of this policy	Autumn term 2023
Policy owner	Designated Safeguarding Lead (DSL)
Authorised by	The Principal and DSL

## Annex A - Checklist for Visiting Speakers

	Details of the arrangements
1.	Identify the purpose of inviting a visiting speaker into the Foundation
2.	Identify the name of the staff member responsible for booking the Visiting Speaker
3.	Identify potential visiting speaker
4.	<p>Carry out suitable risk assessment for the event. Where appropriate research or references undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc)</p> <p>Are you satisfied that the speaker will not behave in a way contrary to the Foundation's Equality Policy, the Foundation's ethos of inclusion, British values or raise any concern in relation to the Prevent Duty?</p> <p>Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity?</p> <p>If there are concerns about either of the points above then this should be indicated in the submission for calendaring for consideration by the relevant SLT; and final sign off should be fully documented and include sign-off by the relevant Head of School.</p>
5.	<p>Propose event to the suitable SLT (1-11 or 11-18+), or Head of School, for approval as part of the calendaring process.</p> <p>The SLT in question will consider the suitability of the topic/event, the speaker, the date, and any risks associated with the school's Prevent duty.</p> <p>If the relevant SLT feel that there are potential risks related to the school's Prevent duty they will request that the event organiser completes the form in Annex B (if not already completed) before the event can be approved.</p>
6.	<p>The event organiser should ensure:</p> <ul style="list-style-type: none"> <li>● the Visiting Speaker Policy has been sent to the Visiting Speaker</li> <li>● the Visiting Speaker has been briefed on the Foundation's Safeguarding and Child Protection Policy</li> </ul>

**Annex B - Visiting Speakers - Risk assessment under the Prevent Duty**

This form is designed to ensure that, as a Foundation, we always fulfil our obligation, as part of our Prevent duty, to ensure that all external speakers are suitably vetted and supervised, and that they do not use their presence in the Foundation to promote or advocate extremist views of any nature or to speak in support of terrorism or terrorist activities or organisations.

The form should be completed where the event or speaker is considered to be a potential risk under the Prevent Duty, or at the request of the relevant SLT, prior to the event being approved.

Proposed date and time of visit and the venue	Date: Time: Venue:
Name of external speaker	
What they do / who they are / what organisation they represent	
Reason for the invitation	
Title and subject of talk	
Who will attend the talk? (eg, year groups, subject groups, etc)	
Is the speaker personally known to you? If yes, in what capacity?	
To your knowledge, has this speaker been to speak at the Stephen Perse Foundation in the recent past?	
Will you or at least one other staff member be present during the talk?	
DECLARATION I have conducted an on-line check of the speaker’s background, qualifications and other activities and, where appropriate, I have also looked up any organisations which they represent or with which they are formally associated. Complete one of the statements below, crossing through the alternative box:	
I can see no reason to suggest that s/he has any sympathies or links with extremist views of any nature or with	I have some concerns, which are:

terrorist organisations	
-------------------------	--

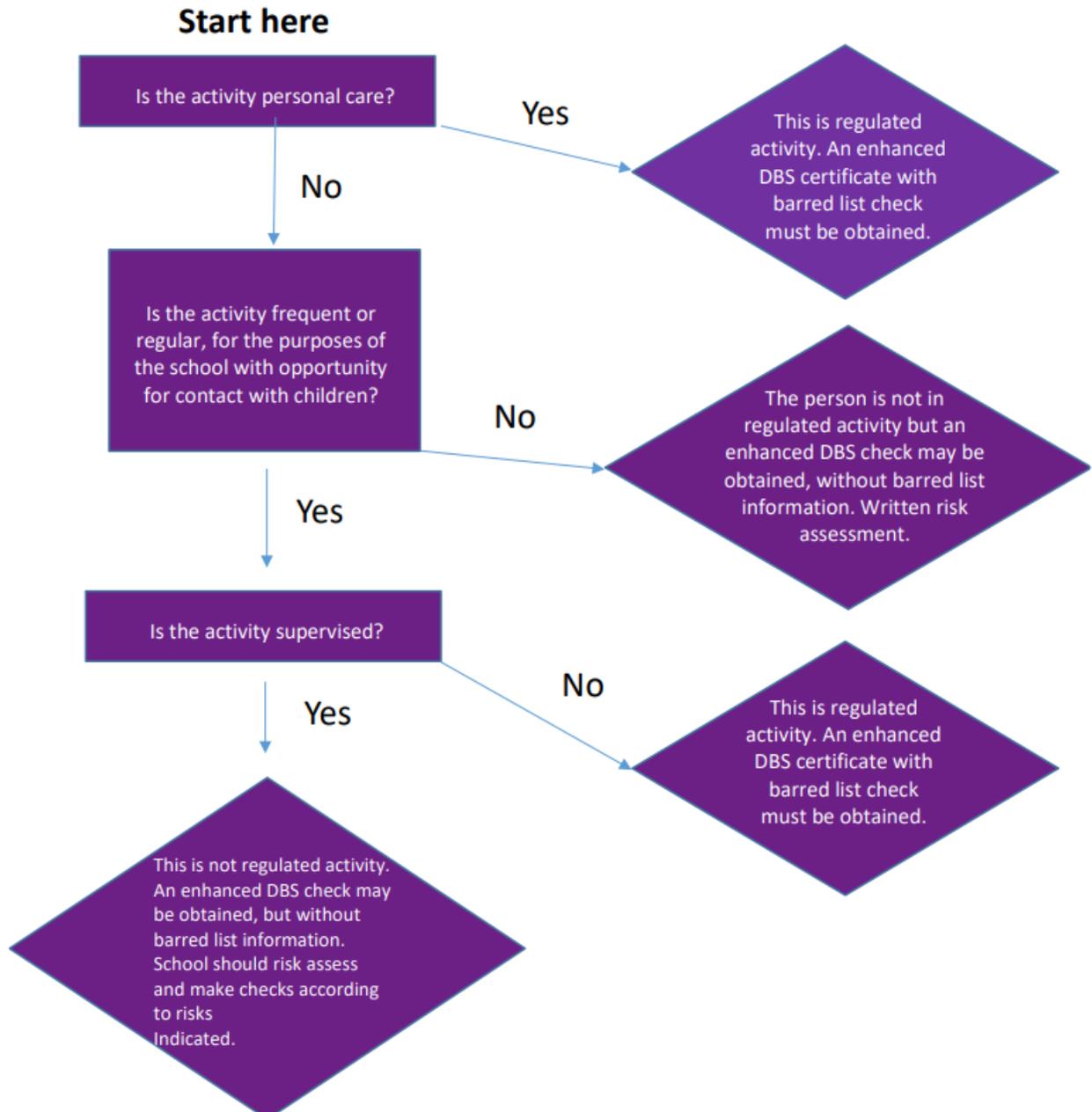
Member of staff (full name): .....

Job role: .....

Signature: .....

Date: .....

Annex C - Vetting Checks on Volunteers and Visitors



## **ANNEX D: Examples**

### **Agency caterer**

The school has contracted an agency to provide a catering service at lunchtimes. This contract is fixed term for 3 years. Each caterer will work at the school at least once a week on an ongoing basis.

- The catering agency will be at the school on an ongoing basis and the caterers will be working at the school frequently therefore each caterer is in Regulated Activity and an enhanced DBS Check with a Barred List Check is required.
- As the employer, it is the agency which is responsible for obtaining these checks on the caterers. The school should obtain written confirmation, using the Contractors Letter, from the agency that all appropriate vetting and barring checks have been completed.

### **Building contractors**

Mr Baker leads a team contracted by the school to undertake the construction of a new building on the school premises. This construction will take approximately 6 weeks and each building contractor will work on the school premises at least once a week during this period. No member of school staff will be assigned to supervise the contractors. However, the building area has been separated off from the students and so there is no opportunity for contact with children.

- Due to Health and Safety, students are not allowed near a “hard hat” area and, therefore, there is no opportunity for contact with children. The work of the building contractors is not Regulated Activity and the contractors are not eligible for an enhanced DBS Check or Barred List Check.
- All contractors must comply with the school’s signing in arrangements
- Induction should be in place to include the school’s Code of Conduct for Safeguarding

### **Maintenance contractors**

Miss Cole is an electrician and is sometimes contracted by the school to deal with electrical issues on an emergency basis. These are one-off occasions, and are never more than three times in a month.

- Miss Cole provides an occasional service and is therefore not in Regulated Activity, so an enhanced DBS Check or Barred List Check is not required.
- The school should instead apply other safeguarding measures (such as supervisory arrangements, signing in procedures, and an induction explaining the school’s Safeguarding Code of Conduct).

### **Peripatetic teachers**

Dr Green is a private music teacher who works at a school’s premises. Once a week he comes into the school during the school day and delivers tuition to a particular student. He is paid directly by the parents of the student he is teaching. He is not supervised by any member of staff while he is at the

school.

- Dr Green is not providing an occasional or temporary service and he is coming into contact with a student on a frequent basis, therefore, he is in Regulated Activity and an enhanced DBS Check with a Barred List Check is required.

### **Transportation contractors**

Bus drivers who are employed or contracted by the school for the purpose of transporting children require enhanced DBS Checks. There is no requirement for those bus drivers to be included on a school's SCR.

<https://schoolsweb.buckscc.gov.uk/hr-zone/dbs-and-safeguarding-in-employment/outside-workforce-including-volunteers/dbs-checks-for-contractors-in-schools/>

## ANNEX E - Vetting Checks on Contractors

### VETTING CHECKS ON CONTRACTORS

