

VISITORS IN SCHOOL POLICY 2025 – 2026

THIS POLICY INCLUDES EARLY YEARS FOUNDATION STAGE

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1. Introduction

Pennthorpe (“**the School**”) has many different types of visitors, those with a professional role, those connected with the buildings and premises, children’s relatives, speakers, or other visitors attending an activity in School such as a sports event.

The School encourages parents and other speakers from the wider community to visit our School to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from visitors from all walks of life. Both the School and pupils greatly appreciate the time and effort that visitors put into their presentations or visits or the professional support they offer.

The safety of pupils is our priority whilst they are in our care at School. This policy sets out our procedures for visitors in School. We aim to promote equality of opportunity and a positive attitude towards staying safe to all pupils and staff regardless of disability.

The purpose of this Policy is to set out the School's legal obligations when embracing visitors in School and to set out the standards of behaviour expected from visitors when on the School campus.

This policy should be read in conjunction with the School's Safeguarding Policy.

2. Potential Visitors

- Educational professionals for children
- Parents/Carers of pupils in School and prospective pupils.
- Parents attending matches
- Adults seeking employment in School
- Teachers/students from other educational establishments on experience visits
- Students on placement
- Contractors
- Professional Agencies
- Governors
- Inspectors

3. Reasons for Visits:

- Invited for a tour of the School

- Invited to visit a specific lesson
- Teaching or assisting in a specific lesson
- attending a specific meeting
- Attending a public event
- Attending a parent meeting
- Working with specific pupils
- Working on site
- To inspect the School

A visitor is defined as any person seeking to enter a School building or land who is not an employee of the School, or a pupil currently enrolled in that building.

All School visitors must comply at all times with the School's policies, administrative rules and regulations.

4. Responsibilities

It is the Head's Responsibility to

- ensure that all relevant staff are aware of this policy
- ensure relevant staff are aware of their responsibilities and what is expected and the procedures to follow

The Front Office Staff Should Ensure

- All visitors to the School, including parents, may only enter and leave the building via the Main Entrance (other than at the normal drop off and pick up times during the working School day)
- All visitors must sign in and out at the Reception Desk using the Sign In app
- Identity cards of organisations are checked / confirmed by phone as required
- All visitors must wear a Visitors Badge at all times while on the premises
- All visitors use the 'Visitors Toilet' (by the Head's Office)

Parents or visitors who have been invited to visit School as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and School approved activities during off-School hours are exempt from requirements above.

All Pennthorpe Staff should

- Send a copy of this policy and 'Briefing Sheet for all Visitors' (**Appendix I**) in advance of any planned visiting speaker visit.
- Challenge any unknown person on the School premises who is not wearing a visitor's badge or who is wearing a **red** lanyard and is not accompanied by a member of staff.
- Inform the office staff of expected visitors arriving at School.
- Not leave visitors with children unsupervised at any time unless they are wearing a **green** lanyard or they are satisfied that the visitor has DBS clearance.
- Escort their visitor to the exit and check that they sign out.

5. Types of Visitors

Parents

Parents are always welcome at our School; however, in order to ensure our children are safe, parents must sign in on arrival and will be provided with a parent badge. Should parents arrive late or drop in equipment for their child, they are required to leave the items at the Front Office and the relevant staff will return the item to the child on their behalf.

Visiting Professionals

For visitors who are in School in a professional capacity, ID will be checked, and the visitor will be required to evidence the appropriate DBS check (see sections 5 below), or the visitor's employers have confirmed that their staff have appropriate checks.

Contractors

Where the School uses contractor services such as catering and cleaning, the School will set out the safeguarding requirements in the contract between the organisation and the School.

Contractors working at the School on a long-term basis will be subject to the same checks as School staff with written confirmation supplied by the employing organisation. The School will carry out an identity check of such staff on arrival.

Where employees of contractors have access to areas of the School where regular unsupervised contact with children is possible, the School will require written confirmation that DBS checks have been undertaken by the contractor and the School will also carry out identity checks on arrival (see section 5 below).

Where a contractor working regularly at the School is self-employed, the School will obtain the appropriate level of DBS check before they start work.

Any staff who transfer their undertakings (TUPE) into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks, including a full DBS check.

Visiting Speakers

The Prevent statutory guidance:

(<https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible>) expects Schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School Protocol

All requests for outside speakers (be this from a pupil or School staff) must firstly be discussed with the Senior Deputy Head and the assessment sheet completed (see **Appendix**).

The School will complete a risk assessment before agreeing to a Visiting Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The School will obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the School may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.

A member of School staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the School and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that School staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to Head, Deputy Head Senior or DSL as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present. On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving license and will be asked to sign in. The Visiting Speaker will be issued with a **red** visitors' lanyard which they must wear at all times whilst on School site. Visiting Speakers will also be briefed on the School's Safeguarding Policy.

The School will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

Governors

Governors are volunteers and will be treated on the same basis as outlined above for other volunteers who are not participating in regulated activity. The School will ensure that all governors are subject to the following checks:

- Enhanced DBS
- Confirmation of identity
- Employment history
- Barred list
- Online
- Right to work in the UK
- Overseas
- S.128 prohibition from Management

All checks will be completed in advance of the appointment or as soon as practicable after appointment. However, Governors will only be allowed onsite if they are fully accompanied by a member of staff until their DBS certificate is received by the School and all other checks have been carried out.

Volunteers

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. The arrangements for volunteers will depend upon whether the volunteer is in regulated or unregulated activity.

Volunteers in a regulated activity must undergo the same checks as staff employed at the School. Volunteers in regulated activity will be required to complete an application form and provide two references if deemed necessary. A DBS check will also be completed. Full induction will then be completed with specific focus on safeguarding.

Regular volunteers not engaged in a regulated activity, including those who are supervised at all times, will not require an enhanced DBS check. They will however, require additional discretionary checks on the basis of a risk assessment in relation to the person, the work, the vulnerability of the children, other information known and the situation. The checks could include: references, an informal interview and checking the School community for concerns. Details of the risk assessment will be recorded.

'One-off' volunteers for day outings concerts etc. do not require vetting checks but must be supervised at all times by a suitably checked member of staff and may not undertake any kind of personal care of pupils.

Work Experience Students

Pennthorpe encourages work experience students. After an initial meeting with relevant staff the student will be invited to an induction session with a senior member of staff.

Any students under 16 are not required to have a DBS check. A risk assessment will be conducted to assess the risk in relation to the person, the work, the vulnerability of the children, other information known and the situations. These could include, for example, references, an informal interview and checking with the School community for any concerns.

Student Teachers

Pennthorpe does not host student teachers.

Visiting School Sports Teams & Parents

Staff, children and parents from visiting Schools are the responsibility of the organising teacher. The staff and players should be met at the front of School or staff car park and escorted to the sports field or court. Refreshments for parents are taken in the Library or on the Terrace and the visitor toilets used. The organising teacher must escort all visiting staff, children and parents from the School premises.

6. DBS Checks

All volunteer helpers and any individual employed on a short-term basis to work with pupils must, like all staff and Governors, have a valid DBS certificate if they are in regulated activity. The School undertakes a full recruitment check on all volunteers in regulated activity including a suitable induction program.

Visitors who are in School for a “one off” visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the School do not require a DBS check, but must wear a **red** lanyard and be supervised at all times. These visitors will be subject to an internet check before they are allowed on site.

The School will not request a DBS check or barred list check or ask to see existing DBS certificates for visitors such as children’s relatives or other visitors attending events e.g. matches.

As well as identification and a DBS certificate photocopied, the School will carry out the following checks:

“One off” visiting professional – unsupervised:

- DBS update service
- Barred list

Employees of contractors – unsupervised:

- Agency/contractor vetting check sheet – details to be entered onto the School’s SCR
- Barred list check if not done on above vetting check sheet

7. APPENDIX I: BRIEFING SHEET FOR ALL VISITORS TO PENNTHORPE

Fire Practice Procedures:

- A continuous electric bell indicates the need for all personnel to evacuate all School buildings.
- Adults should close all doors and windows as they leave their rooms.
- All persons should follow the specific route designated to each School area to access the netball court. This route is displayed on the notice board in each area.
- Children and staff assemble in silence, children in lines perpendicular to the Clock Block (on the netball court).
- Staff take a register for each class.

First Aid Procedures:

- Visitors are not expected to deal with injuries themselves but are expected to report to the nearest member of staff all incidents in which a child sustains some form of physical injury.
- First aid boxes are located in several areas around the School and are marked with a white cross on a green or red background.
- All incidents which involve treatment – washing, dressing, etc., need to be recorded on our Accident Form, available from the Front Office staff.
- Behaviour and Discipline:

All members of the School community should work towards the School's aims by:

- Recognising children as individuals and respecting their rights, values and beliefs.
- Fostering and promoting good relationships and a sense of belonging to the School community.
- Encouraging, praising and positively reinforcing good relationships, behaviour and work.
- Helping to develop strategies to eliminate undesirable behaviour both within and outside the classroom.
- Recording and reporting incidents of serious misconduct.
- Being good role models - punctual, well prepared and organised and appropriately dressed.
- Taking quick, firm action to prevent one child inhibiting another's progress.

Safeguarding:

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment. We have a Safeguarding Policy and procedures in place. All staff (including visitors) must ensure they are aware of these procedures.

Our aim is to ensure through our child protection system the safeguarding and protection of Pennthorpe pupils who are suffering from, or are at risk of significant harm or abuse, by other children or an adult.

Visitors should report any concerns, however small, to their supervising staff member immediately.

Checklist for Visiting Speakers:

	Action	Details
	Details of the arrangements	
1.	Name of the staff member responsible for booking the Visiting Speaker.	
2.	Name of Visiting Speaker.	
3.	Visiting speaker contact details.	
4.	Date of presentation.	
5.	Audience details.	
6.	Confirm that: <ul style="list-style-type: none"> the Visiting Speaker Policy has been sent to the Visiting Speaker the Visiting Speaker has been briefed on the School's Safeguarding Policy 	
	Checklist	
7.	Visiting Speaker biography, to include speaker's organisation and other affiliations.	
8.	Details of presentation to be provided.	
9.	Details of research 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).	
10.	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty? If such concerns exist, refer the matter to the Designated Safeguarding Lead (DSL).	Yes No (refer to DSL)
11.	Confirm that the Visiting Speaker will <u>not</u> be left alone	Yes No
12.	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	
13.	Confirm the Risk Assessment form has been completed and a copy provided to the DSL	