



# **LALEHAM LEA SCHOOL & NURSERY**

## **SCHOOL VISITORS' POLICY**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

### **Person responsible for this policy:**

Karen Barry  
Head teacher

Date: November 2021  
Review Date: November 2023

This policy should be read with the following policies and guidance

- The School's Safeguarding and Child Protection Policy
- PREVENT Strategy - HM Gov
- Keeping Children Safe in Education - DFE September 2021
- As part of their induction new staff will be made aware of this policy and will be asked to ensure compliance with its procedure at all times

## **AIMS AND OBJECTIVES**

Catholic schools in the Diocese are by their very nature welcoming communities. It is important that we encourage visitors to come to our schools and witness the great work that is done for the young people entrusted to our care. For a number of visitors it will be the first time they have visited a Catholic school and the welcome extended to them provides opportunities for the visitor to experience an ethos which contributes to the distinctive nature of the Catholic School.

Visitors can make positive contributions to the work of the school and very often the relationships that are established will continue and this can help towards the school's commitment to the common good in spreading its values further afield in the local and wider communities.

Visitors are welcome to Laleham Lea School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the 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 whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Laleham Lea 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, the proprietor, visitors and parents and conform 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 applies to all visitors invited to Laleham Lea School including**

- 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.)
- The Governing Body
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

### **Visitors invited to the school**

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school.

- All visitors must ring the front door bell on arrival and must not enter via any other entrance
- At the front door, all visitors must state the purpose of their visit and who has invited them
- They should be ready to show formal identification where appropriate
- All visitors will be introduced to a member of the office staff and be asked to sign into the Visitors book
- A member of the office staff will issue each visitor with a visitor's badge
- Visitors will be advised on health and safety, fire and personal property information
- A member of staff will collect the signed Visiting Speakers Agreement and attach it to the risk assessment
- The member of the staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site
- At no point should a visitor be left on their own with children
- On departing the school, visitors should leave via the school office, sign out of the visitor's book and return their visitors badge

### **Visitors whose purpose is to work with pupils in some capacity:**

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one to one basis (e.g. Children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building
- On rare occasions a visitor with a DBS may work throughout the school without supervision. This would apply to visitors who are not involved with the education of children, such as an IT professional.
- Regular visitors to the school must have DBS clearance
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speaker's agreement.

### **Use of external agencies and speakers:**

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

The School Manager is in charge of coordinating and vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Head Teacher: Ms K Barry

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

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 be directly 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 will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' (see appendix 1).

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 2).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

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

- Any messages communicated to pupils support fundamental British Values and our Catholic school values
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication
- Activities are matched to the needs of pupils

We recognise, however, that the ethos of our school is to encourage pupils 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 or 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 pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.



### **Unknown/Uninvited visitors to the school:**

- Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site
- They should then be escorted to the school office to sign in using the visitor's book and be issued with a visitor's badge
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher immediately informed
- The Headteacher and/or members of the Senior Management Team will consider the situation and decide if 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.

## APPENDIX 1

# Visiting Speakers Agreement at Laleham Lea 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 pupils must support fundamental British Values and our Catholic school values
- The work and values of the organisation represented by yourself are compatible with the aims and ethos of the Catholic school
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are matched to the needs of pupils
- Visitors will also be accompanied by a member of staff at all times

**Visitor Signature:** .....

**Date:** .....

## APPENDIX 2

### Risk Assessment for Visitors to Laleham Lea School

Name of the Event and Speaker	
Nature of Event (talk, demonstration, interactive learning etc)	
Job Title of Speaker	
Outline of the Content of the Event	
Confirm that research has been carried out on the Speaker and the organisation they are affiliated to	
Agreed by the Head Teacher	
Point of Contact (member of staff organising the event)	
Visit date:	



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Head Teacher: Ms K Barry

**Checks completed:**

Identity Checked		NB: For the Risk Assessment to be valid these checks must have been completed.
DBS Checked		
DBS Checked (number and date of issue)		
Introduction from:		
Documentation provided (ID/DBS/CV/Introduction)		
Accompanied at all times, or not?		

**Post event evaluation:**

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