



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Mrs. M Reece

L A L E H A M L E A S C H O O L & N U R S E R Y

S C H O O L V I S I T O R S ' P O L I C Y

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.

	Date	Signed
Date reviewed	November 2024	<i>M Reece</i> Acting Head Teacher
Ratified by the Board of Governors	November 2024	<i>M Ryan</i> Chair of Governors
Date of next review	November 2026	



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MISSION STATEMENT

Recognising that Gospel values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their weaknesses treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential.

Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well-balanced individuals with a strong sense of personal identity and an awareness of God's love.

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
- 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.



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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
- Visitors will be given a copy of Laleham Lea Safeguarding booklet which is next to the signing in book
- 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



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- 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.

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.

The 'Checklist for Speakers', provided by the Catholic Education Service (Appendix 1), should be completed prior to making contact with external speakers (and any organisation they represent). This



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is to ensure that the Catholic character of Laleham Lea School is preserved and developed in the external speaker's communications with pupils and parents and carers.

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 2).

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 3).

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



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- 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.



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APPENDIX 1

CHECKLIST FOR EXTERNAL SPEAKERS / ORGANISATIONS INVITED TO SCHOOLS



Name of Speaker		
Question	Answer	Actions needed/Comment
Will the Speaker be supervised at all times during their visit? If not, why not?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Have you carried out safeguarding checks (if appropriate) for the Speaker and have these been recorded in accordance with the school's safeguarding procedures?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Has the Speaker understood and confirmed that their communications in the school will: Be respectful towards Catholic teachings	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	



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<p>Not be prejudicial or detrimental to the Catholic character of the school</p> <p>Not engage pupils in political activity and</p> <p>Not cover certain partisan political views which are not deemed relevant or appropriate (provide details if applicable)</p> <p>Be delivered in accordance with the requirements set out in the DfE's guidance on political impartiality in schools (if appropriate)</p>		
<p>Have you reviewed the resources/materials that will be used by the Speaker?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Have you reviewed other resources produced by the Speaker (and by any organisation the speaker represents) even if they will not form part of the speaker's activities at the school?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Have you conducted a general internet search using the Speaker's name (e.g. a google search)? If parents or children and young</p>	<p>YES <input type="checkbox"/></p>	



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<p>people conducted a similar search are any concerns likely to arise?</p>	<p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Can you confirm that the political views espoused by the speaker/speaker's organisation are in compliance with British values and do not involve taking an extreme political position?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Have school policies and procedures applicable to the speaker been explained to and understood by the Speaker?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Are there any other outstanding issues or concerns with the Speaker and/or their suitability?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Will the Speaker deliver content of a high quality that is appropriate to the age and maturity of the children or young people in the audience?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	



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If you have any concerns regarding the suitability of this Speaker, you should contact your Diocese to seek further clarification.

Signed _____

Position _____

Dated _____

Approved for booking

Senior Staff member Name _____

Position _____

Dated _____



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APPENDIX 2

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 Catholic 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:



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APPENDIX 3

Risk Assessment for Visitors to Laleham Lea School, including checks completed

Name of the Event and Visitor	
Nature of Visit (talk, demonstration, interactive learning etc)	
Job Title of Visitor	
Outline of the Content of the Event	
Confirm that research has been carried out on the Visitor 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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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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