



## Thameside Primary School: Visitor and Visiting Speakers Policy

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<b>Policy reviewed by:</b>	Sophie Greenaway
<b>Key Changes:</b>	This is a new policy written in line with the changes to the Prevent Duty which came into force on December 31 <sup>st</sup> 2023



This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- Collective worship guidelines
- [PREVENT Strategy HM Gov](#)
- [Keeping Children Safe in Education](#)
- Parent Carer Code of Conduct

## 1. RATIONALE

Visitors are welcome to Thameside Primary School. They make a positive 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 its 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.

### **The policy applies to:**

- All visitors invited to Thameside Primary 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.)
- All governors of the school
- TSA (Parent Association) Members
- All parents/carers volunteering at Thameside
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors
- Extended services- After school club providers

\*Aftercare is separate from externally run After school clubs and is delivered by in house staff who are fully vetted on commencement as part of standard employment vetting checks. These staff are not included in this policy.

*\*\*Visiting parents arranged by appointment to meet a member of staff onsite will be escorted by a member of staff at all times and are not included in this policy. Visitors of this nature will be provided a red lanyard on arrival to show they are not authorised to be doing regulated activity.*

*\*\*\*Letting/Hirers including Holiday clubs - Safeguarding requirements are covered by requirements set out in the school's Letting Policy.*



## 2. AIMS AND OBJECTIVES

It is our aim to safeguard all children under this school's responsibility, both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Thameside Primary School can learn, enjoy and benefit from 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, governors, visitors and parents and conforms to safeguarding and child protection guidelines.

When arranging visiting speakers' staff will be mindful of the suitability and backgrounds of visitors being invited into the school and must ensure that suitability is confirmed.

**Appendix 1** is a checklist which can be used by staff to help evaluate the suitability of speakers, or organisations and groups running events for pupils on school premises.

## 3. VISITORS INVITED TO THE SCHOOL

The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit should be recorded on the whole school calendar.

- All visitors must report to reception first-they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate (photo ID) and show an original copy of their DBS certificate issued by their current employer. The school can accept a letter of assurance, detailing DBS details for their employee entering the school from a third party provider.
- All visitors will be asked to sign in using Inentry.
- All visitors will be required to wear a label. If visitors are regular, they will added to the DBS approved list on Inentry. An original DBS must be seen by the office staff or a letter of assurance from the organisation that they work will be provided in advance.
- Visitors will then be escorted to the 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 (unless the visitor is already certified on the school's approved DBS list on Inentry or they are a social worker or the police, for example). Visitors who are unable to show the correct documentation will be escorted at all times



during their visit. Attempts will be made by office staff to confirm with the visitor's employer, that the visitor is DBS cleared, if documentation is not provided.

- In the event of a lockdown situation or fire alarm (including drills), the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out using Inentry and return their identification label to reception.

#### **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 (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals).
- Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils.
- If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' agreement.

#### **4. EXTERNAL AGENCIES AND SPEAKERS**

At Thameside Primary 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 or speakers who we engage to provide such learning opportunities or experiences for our pupils.

All External Agencies and Speakers must read the Visiting speakers agreement - **Appendix 2**).

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 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 clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils

Speakers should not bring material in on USB sticks, but should send presentations to the school in advance.

In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.

## **5. UNKNOWN/ UNINVITED VISITORS TO THE SCHOOL**

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign in using Inentry and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher should be informed immediately.
- The Head Teacher and/or members of the Senior Leadership Team will consider the situation and decide if it is 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.

## **6. GOVERNORS**

- All governors have DBS clearance.
- Governors should sign in and out using the Inentry system.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.



## 7. STAFF DEVELOPMENT

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.

*S Greenaway, January 2024*

### Appendix 1: Checklist for vetting speakers/ visitors to school

✓	Vetting procedures	Notes
	How did the school find the speaker?  Was he/she recommended by a trustworthy person/organisation?	
	Does the school have the speaker's CV?	
	Does the speaker have appropriate DBS checks in place?	



	Does an internet search about the speaker raise any concerns?	
	Can the speaker provide references of other schools where he/she has spoken?  What is the feedback from those referees?	
	Is it possible to meet with the speaker beforehand?	
	Have you discussed the school's expectations with the speaker?  Do they understand the purpose of their visit and any rules the school has in place?	



## Appendix 2

# Visiting Speakers Agreement

At Thameside Primary 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:

- Sign in using the school procedures – Inentry system and adhere to school information and guidance on visiting our school.
- Any messages communicated to pupils support fundamental British Values and our 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.
- Following a discussion with the school, activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Following a discussion with the school, activities are matched to the needs of pupils.
- Visitors without DBS (Disclosure and Barring Service) certificates will be accompanied by a member of staff at all times.