



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*

# SCHOOL VISITORS POLICY

<b>Approved by</b>	<b>CW</b>
<b>Portfolio</b>	<b>Safeguarding</b>
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<b>Ratified/FGM Date</b>	

**Signed:**\_\_\_\_\_

**Date:**\_\_\_\_\_

## SCHOOL VISITORS POLICY, INCLUDING VISITING SPEAKERS AGREEMENT

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

### INTRODUCTION

Visitors are welcome to The Federation of the Church Schools of Freshwater & Yarmouth and Shalfleet 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 within the Federation 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, proprietors, visitors and parents and conforms 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 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, reading volunteers, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All proprietors of the school
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to The Federation.

### Visitors Invited to School

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

- All visitors where possible should call ahead of their visit to make an appointment
- Schools have different types of visitors, those with a professional role, those connected with the building, grounds maintenance, children's relatives or other visitors attending an activity in school.
- Schools should not request DBS checks for visitors such as children's relatives or other visitors attending a school led event
- Headteachers should use their professional judgement about the need to escort or supervise such visitors.
- All visitors must report to the main office upon arrival where they should inform the administrator of the purpose of their visit and who has invited them.
- They should be ready to show formal identification and DBS number where appropriate.

- A member of the office staff will issue each visitor with a visitor's badge containing important safeguarding, health and safety, fire and personal property information.
- A member of the office staff will also provide the visitor with relevant Safeguarding Guidance and direct them to read our safeguarding procedures and expectations.
- A member of staff will inform visitors of our fire procedures
- The member of the office staff will then show the visitor where the toilet facilities and issue guidance over the use of mobile phones
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the school office, sign out of the visitor's book and return their visitors badge.
- **Contractors**
  - Safeguarding requirements should be made clear to any contractors
  - Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).
  - For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check will be required.
  - Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.
  - Contractor identity should always be checked on arrival at the school
- **Volunteers**
  - Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.
  - Existing volunteers engaging in regulated activity do not have to be re-checked if they have already had a DBS check unless the school have any concerns.

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 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.
- If a visitor has DBS clearance they may work with pupils unaccompanied. At times this may be teaching a class or a one to one interview. This must be agreed in advance.  
Regular visitors to the school must have DBS clearance and complete the Educare training modules appropriate for volunteers.

At the Federation 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 Administration Team (overseen by the SBM) 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.

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 prior to the presentation.

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 stating 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 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 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 visitors 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.

## 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.

## APPENDIX 1

Visiting Speakers Agreement, The Federation of the Church Schools of Freshwater & Yarmouth and Shalfleet.

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 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.
- Visitors will also be accompanied by a member of staff at all times.

Signed:.....

Date: .....

## APPENDIX 2

### The Federation of the Church Schools of Freshwater & Yarmouth and Shalfleet Risk Assessment for Visiting Speaker/Event

Name of the Event and Speaker
Date of the Event
Nature of Event (talk, demonstration to the children, interactive learning etc)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to
Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement
Sign and date to confirm that the Office has been informed of the Speaker in order that they can be added to the School diary
Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises
Agreed by the Headteacher
Date

Post Event Evaluation