



# Visitors and Speakers Policy

Approved by: Senior Leadership Representatives

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Written by: Stuart Tulloch (Headteacher) and Sarah Hooper (AHT)

This policy should be read with the following policies and guidance;

- The School's Child Protection and Safeguarding Policy
- Keeping Children Safe in Education - DFE September 2022

## INTRODUCTION

Visitors are welcome at Pennycross Primary School and can contribute to the school's life and work in many 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 are 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 during school time or during extracurricular activities arranged by the school. We aim to ensure all pupils at Pennycross Primary can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

Our objective is to establish a clear protocol and procedure for the admission of external visitors to the school, understood by all staff, visitors, and parents.

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

This policy applies to all visitors invited to Pennycross Primary School.

### Visitors Invited to School

Where possible, permission should be obtained from the Headteacher before any visitor is invited into the school.

- All visitors must ring the front doorbell on arrival and must not enter via any other entrance. An administrative assistant will allow the visitor access.
- At the front door, all visitors must state the purpose of their visit and the name of the person who invited them.

*All visitors should be prepared to present valid identification.*

- All visitors will be introduced to a member of the office staff and be asked to sign in using the electronic sign-in app.
- A member of the office staff will issue each visitor a visitor's badge. Visitors with a photo ID and DBS who are able to be unsupervised are provided with **blue lanyards**. A **red lanyard** is for visitors who are to be supervised at all times. All visitors' photos appear on the badges.
- Visitors will be provided with important information on safeguarding, health and safety, fire, and personal property.

- A member of the office staff will also provide the visitor with a copy of the 'Visitors Safeguarding' booklet.
- The member of the office staff will then show the visitor where the toilet facilities are and will request that mobile phones be switched off. The office will also offer to store visitors' mobile phones.
- Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to the office 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 unaccompanied with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the school office, sign out using the app and return their visitor's 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 (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.
- Any visitor delivering a lesson or assembly must comply with the above requirements.

## Use of External Agencies and Speakers

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

Staff members should seek permission, giving a clear explanation as to the relevance and purpose of any visit and intended date and time. Once approved the date must be added to the whole school calendar by the staff member organising the visitor.

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

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

We ensure we do not inadvertently use agencies whose messages contradict one another or are inconsistent with, or 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 the event about the content of the presentation before the event [Visitor Approval Form](#).

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 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.*

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 politely challenged to state 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 Headteachers should be immediately informed.
- The Headteacher and/or members of the senior leadership team will consider the situation and, if necessary, 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 will be called.

## 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.