

## Visitors and Visiting Speakers Policy and Procedures

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### 1. The Policy

- 1.1. This policy applies to all of the nurseries, schools and boarding houses of the Stephen Perse Foundation (the **Foundation**), to visitors, visiting speakers and staff.

### 2. Guiding Principles

- 2.1. The Foundation welcomes parents and other visitors to our nurseries, schools and boarding houses and understands the importance and benefits of these visits. The Foundation is also committed to safeguarding the welfare of its pupils and staff and protecting our facilities and equipment.
- 2.2. This policy applies to visitors to the Foundation during normal school hours, and outside of school hours when children are on site, in connection with the purposes of the Foundation.
- 2.3. This policy is written in keeping with the requirements of the National Minimum Standards

(NMS). The Foundation seeks to keep its employees, pupils and boarders safe from uninvited intruders to the site at all times.

- 2.4. Separate documentation and procedures are in place for individuals, community groups or organisations hiring the Foundation premises for purposes not connected with the Foundation ('hirers'). Hirers are therefore not in the scope of this policy.

### **3. Visitors and regulated activity**

- 3.1. A person considered to be attending the Foundation in a visitor capacity only will not be undertaking regulated activity, and therefore the Foundation is unable to carry out formal vetting checks on those individuals. It is therefore important that staff and visitors adhere to this policy which includes the Visitors' Code of Conduct, detailed below.
- 3.2. The Foundation holds a Single Central Record (SCR) of personnel who have had the appropriate safeguarding checks, which is maintained by the Foundation's Human Resources (HR) team. The individuals on the SCR are allowed unsupervised access to the Foundation, and therefore the Visitors' Protocol does not apply to those individuals.

### **4. Visitors' Code of Conduct**

#### **4.1. This Code of Conduct applies to all visitors to the Foundation.**

A. A visitors' badge, accompanied by an appropriately coloured lanyard as per section 5.3 of this policy, is to be worn in order that it can be seen at all times during the visit.

B. All visitors must be accompanied by a staff member throughout the visit (unless the Foundation has carried out the required checks to confirm the visitor can be permitted to be unaccompanied).

C. All visitors are required to return to the relevant School or boarding house reception with a supervising member of staff once their visit is over.

D. All visitors are required to sign out and return their visitors' badge and lanyard to reception staff.

E. All visitors must report any unsafe or inappropriate behaviour or Health and Safety issues or any other matter giving them cause for concern to one of our Safeguarding Personnel (who are identified by name and photographs in each School Reception, and by name in the Foundation's Safeguarding and Child Protection Policy).

F. Visitors must not reveal any personal or confidential information they may learn about the School or the Foundation during the course of their visit to any third party.

G. Should there be a fire evacuation, a member of staff will accompany visitors out of the building to the agreed assembly point.

H. The Foundation operates a no smoking policy (including e-cigarettes) on all school and

boarding premises.

I. Visitors entering EYFS areas will be made aware that mobile phones and cameras must not be used in these areas and must adhere to this.

## **5. Visitors' Procedures**

5.1. All visitors and staff must follow the procedure below:

- The relevant school office/reception staff must be informed of all pre-arranged visitors in advance and how to contact the host.
- Once on site, all visitors must report to reception first. All visitors must state the purpose of their visit, who has invited them and be prepared to provide photographic proof of ID if asked by the member of staff.
- All visitors must sign in on the electronic signing in system, Invenry, which records an image of the visitor, and return to the School Reception to sign out and return their visitors' badge and lanyard when leaving the Foundation site.
- Details of the relevant Foundation safeguarding personnel are visible to all visitors either through the electronic sign-in or on display in the reception areas.
- A Visitor Agreement which includes basic health and safety information is displayed on the electronic sign-in screen when visitors sign in at reception. The host is responsible for ensuring that the visitors have been informed of the fire evacuation procedures including the assembly point. Although in practice, this is often carried out by the office staff on the visitor's arrival, the visitor may need to be shown the directions to the assembly point from where they will be based in the building.
- All visitors will be required to wear an identification badge and the relevant lanyard, which must remain visible at all times during their visit.
- The member of staff hosting the visit will be asked to go to reception to meet the visitor(s) and will then be escorted to the point of contact, if applicable. The contact will then be responsible for them on site. The visitor must not be allowed to move around the site unaccompanied unless they are registered on the Single Central Record and appropriate checks have been conducted.

5.2. The Foundation, and our individual schools, are not required to check the identity of visitors but may choose to do so where it is deemed appropriate. Where identity is to be checked the visitor will be informed in advance. In this case, a photographic form of evidence of identity must be provided wherever possible e.g. driving licence, passport or identity card. Reception staff will verify the visitor's identity against the evidence provided. Where it is required for a copy of the ID to be retained, the member of staff should sign and date to verify that the document is a true copy of the original.

5.3. The badge is worn with an appropriate coloured and labelled lanyard as confirmed by the HR Team:

- green for those with full portable DBS certificate that the Foundation has seen and verified

- red for those who must be supervised on site

**5.4. Visitors without DBS checks should be accompanied at all times whilst on the site of any of our schools or boarding houses at times when pupils are present.**

**6. Visiting Speakers' Protocol**

- 6.1. The Foundation often invites speakers from the wider community to give talks to enrich our pupils' experience within the planned curriculum including the PSHEE, and Inspire & Guide programme. The Foundation recognises the enormous benefit gained by pupils from speakers from many different walks of life. Both the Foundation and the pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.
- 6.2. The Prevent Duty Guidance for England and Wales (2015) requires the Foundation to have a clear protocol for ensuring that any visiting speakers to our schools are suitable and appropriately supervised. The Prevent Duty requires schools to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism. "Extremism" is defined as vocal or active opposition to Fundamental British Values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. This policy has been drawn up having regard to the Government's Prevent Duty guidance and the Foundation's wider safeguarding obligations.
- 6.3. All visiting speakers, who are not on the SCR, will be subject to the Visitors' Protocol and the Visiting Speakers' Protocol set out below.
- 6.4. All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with and approved by the relevant Head of School or a delegated member of the relevant SLT.
- 6.5. The Foundation will undertake a risk assessment before agreeing to a Visiting Speaker attending the Foundation or one of its Schools. This risk assessment may be informal where the topic and the speaker are not controversial, but may be more formal where the speaker or topic is considered to have the potential to be controversial; further details can be found in the checklist in Annex A. This risk assessment will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The Foundation may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The Foundation will not use a Visiting Speaker where any link is suspected or found to extremism, such as recognised extremist groups and movements.
- 6.6. A Checklist for Visiting Speakers can be found at Annex A to this policy and a more detailed risk assessment, where required, can be found in Annex B to this policy.
- 6.7. The member of staff organising the event will obtain an outline of what the speaker intends to

cover in advance of the Visiting Speaker's visit. In some cases, the Foundation may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine Fundamental British Values or the ethos and values of the Foundation.

- 6.8. A member of school staff will be present during the visit/talk to monitor what is being said to ensure that it aligns with the values and ethos of the Foundation and Fundamental British Values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that Foundation staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the relevant Head of School or DSL/DDSL as soon as reasonably practicable after the talk/visit.
- 6.9. On arrival at the School, Visiting Speakers may be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign in using InVentry. The Visiting Speaker will be issued with a visitors' lanyard which they must wear at all times whilst on the Foundation premises. Visiting Speakers will also be briefed on the Foundation's Child Protection and Safeguarding Policy.
- 6.10. A failure by the supervising member of staff to ensure that this Visiting Speakers' Protocol is followed may be treated as a disciplinary matter.
- 6.11. If a visiting speaker is carrying out other duties for the Foundation on a regular basis they may be undertaking regulated activity. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers as detailed in the Foundation's Safer Recruitment policy.

## **7. Volunteers**

- 7.1. If a volunteer, such as a parent, is supervised and not involved in undertaking personal care, the usual Visitor Protocol applies.
- 7.2. An unsupervised volunteer, whose presence is frequent and regular is considered to be in regulated activity and the Foundation must obtain an enhanced DBS certificate with barred list information as detailed in the Foundation's Safer Recruitment policy.

## **8. Parents attending Foundation events**

- 8.1. Generally parents attending one of our schools are treated in the same way as any other visitor and are therefore subject to the Visitors' Protocol.
- 8.2. However, the Foundation recognises that there are times when it is not practical or desirable for parents to follow the Visitors' Protocol e.g. when attending ad-hoc events such as sports fixtures.

- 8.3. In those circumstances, however, staff should be present at the event and will be able to ensure there is adequate oversight or supervision of parents attending the event.
- 8.4. Parents will however be expected at all times to adhere to points E, H and I of our Visitors' Code of Conduct found at the beginning of this policy.

## **9. Occasional and temporary contractors (who are not on the Single Central Record)**

- 9.1. External contractors coming onto the Foundation premises to carry out maintenance or similar activity, during school hours or in boarding when pupils are present, must notify the school or boarding house in advance of arrival, and then report to the appropriate reception on arrival with relevant identification. The contractor will be issued with a visitor's badge and a contractor's lanyard.
- 9.2. The Estates team will then be informed of the contractor's arrival. The supervising member of staff will meet the contractor at the reception and escort them to the area in which they will be working.
- 9.3. Information about the checks required and procedures for contractors is detailed in the Foundation's Safer Recruitment Policy and the Foundation's Premises and Contractor Management Policy.

## **10. Visitors to Boarding**

### **10.1. Visitors to School Accommodation**

- 10.1.1. The Foundation recognises that staff who reside in the Foundation's accommodation (and any person authorised to occupy the accommodation with them) may, from time to time, invite visitors to their accommodation as guests. Staff, occupiers and guests are required to adhere to the separate Policy for Visitors to School Accommodation in these circumstances.

### **10.2. Visitors to boarding houses and staff accommodation with a direct link to the boarding house**

- 10.2.1. Access to boarding houses is strictly controlled. No visitor is permitted to enter a boarding house, or staff accommodation which has a direct link to a boarding house, unless they are accompanied by a member of staff.

### **10.3. Parents/relatives of boarders**

- 10.3.1. Parents or relatives of boarders are at all times treated as visitors. Parents may enter the houses at the beginning or the end of term and/or when dropping off/collecting pupils and their

belongings but they should be accompanied by the pupil at all times and this will also be monitored by the boarding staff. Parents and relatives of a pupil must not enter the room of any pupil except their family member and must not enter any bathrooms apart from the designated visitor bathroom.

#### **10.4. Other visitors to boarding houses**

##### **10.4.1. External contractors**

- 10.4.1.1. For information about the processes for contractors, please refer to the Foundation's Contractor Management Policy. External contractors must be supervised throughout their time in the house by a member of staff if they have not been DBS checked and supervision should still take place if they have been DBS checked whilst they are attending to a maintenance issue in a student's personal living space. The Estates team are responsible for arranging this supervision.

##### **10.4.2. Foundation estates staff**

- 10.4.2.1. Members of the estates team will only seek to access the house for the purpose of attending to maintenance of the house and they will pre-arrange their visit with house staff.

##### **10.4.3. Other Foundation staff**

- 10.4.3.1. Foundation staff, who are not boarding staff or on duty, may need to visit a boarding house for a specific reason. They should ring the doorbell and introduce themselves to the member of House Staff on duty. School staff should be supervised by the duty member of boarding staff and they should remain on the ground floor unless there is an exceptional reason such as needing to locate a pupil for a disciplinary or safeguarding reason; in such cases, the DSL or a DDSL should be consulted prior to the visit.

#### **11. Unknown/Uninvited Visitors to the School**

- 11.1. Any unsupervised visitor to a Foundation site who is not wearing a Foundation visitor badge and lanyard should be challenged politely by staff to enquire who they are and their business on the Foundation site. The visitor should then be accompanied back to the Reception to ensure that the Visitors' Protocol is followed.
- 11.2. If an unauthorised visitor becomes abusive or aggressive, they must be asked to leave the school site immediately and warned that if they fail to leave, police assistance may be called for. The Foundation will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the school site is threatened or assaulted, or placed in fear for their own or others' safety.

**12. Related policies:**

- Contractor and Premises Management Policy
- Health and Safety Policy
- Policy for Visitors to School Accommodation
- Safeguarding and Child Protection Policy
- Safer Recruitment Policy

**Reviewed:** March 2021

**Version Control**

|                                     |  |
|-------------------------------------|--|
| Date of adoption of this policy     | 31 March 2021  |
| Date of last review of this policy  | 23 March 2021  |
| Date for next review of this policy | Spring term 2022                                       |
| Policy owner                        | Deputy Head Pastoral (11-18)                           |
| Authorised by                       | The Principal, Vice Principal and the Heads of Schools |

## Annex A - Checklist for Visiting Speakers

|    | Details of the arrangements   |
|----|---|
| 1. | Identify the purpose of inviting a visiting speaker into the Foundation   |
| 2. | Identify the name of the staff member responsible for booking the Visiting Speaker  |
| 3. | Identify potential visiting speaker   |
| 4. | <p>Carry out suitable risk assessment for the event. Where appropriate research or references undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc)</p> <p>Are you satisfied that the speaker will not behave in a way contrary to the Foundation's Equality Policy, the Foundation's ethos of inclusion, British values or raise any concern in relation to the Prevent Duty?</p> <p>Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity?</p> <p>If there are concerns about either of the points above then this should be indicated in the submission for calendaring for consideration by the relevant SLT; and final sign off should be fully documented and include sign-off by the relevant Head of School.</p> |
| 5. | <p>Propose event to the suitable SLT (1-11 or 11-18+), or Head of School, for approval as part of the calendaring process.</p> <p>The SLT in question will consider the suitability of the topic/event, the speaker, the date, and any risks associated with the school's Prevent duty.</p> <p>If the relevant SLT feel that there are potential risks related to the school's Prevent duty they will request that the event organiser completes the form in Annex B (if not already completed) before the event can be approved.</p>   |
| 6. | <p>The event organiser should ensure:</p> <ul style="list-style-type: none"> <li>● the Visiting Speaker Policy has been sent to the Visiting Speaker</li> <li>● the Visiting Speaker has been briefed on the Foundation's Safeguarding and Child Protection Policy</li> </ul>   |

**Annex B - Visiting Speakers - Risk assessment under the Prevent Duty**

This form is designed to ensure that, as a Foundation, we always fulfil our obligation, as part of our Prevent duty, to ensure that all external speakers are suitably vetted and supervised, and that they do not use their presence in the Foundation to promote or advocate extremist views of any nature or to speak in support of terrorism or terrorist activities or organisations.

The form should be completed where the event or speaker is considered to be a potential risk under the Prevent Duty, or at the request of the relevant SLT, prior to the event being approved.

|   |                                  |
|---|----------------------------------|
| Proposed date and time of visit and the venue   | Date:<br>Time:<br>Venue:         |
| Name of external speaker  |                                  |
| What they do / who they are / what organisation they represent  |                                  |
| Reason for the invitation   |                                  |
| Title and subject of talk   |                                  |
| Who will attend the talk? (eg, year groups, subject groups, etc)  |                                  |
| Is the speaker personally known to you?<br>If yes, in what capacity?  |                                  |
| To your knowledge, has this speaker been to speak at the Stephen Perse Foundation in the recent past?   |                                  |
| Will you or at least one other staff member be present during the talk?   |                                  |
| DECLARATION I have conducted an on-line check of the speaker’s background, qualifications and other activities and, where appropriate, I have also looked up any organisations which they represent or with which they are formally associated. Complete one of the statements below, crossing through the alternative box: |                                  |
| I can see no reason to suggest that s/he has any sympathies or links with extremist views of any nature or with   | I have some concerns, which are: |

|                         |  |
|-------------------------|--|
| terrorist organisations |  |
|-------------------------|--|

Member of staff (full name): .....

Job role: .....

Signature: .....

Date: .....

