

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 **School**), to visitors, visiting speakers and staff.

2. Guiding Principles

- 2.1. The School welcomes parents and other visitors to our nurseries, schools and boarding houses and understands the importance and benefits of these visits. The School 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 School during normal school hours, and outside of school hours when children are on site, in connection with the purposes of the School.
- 2.3. This policy has regard to the following guidance and advice:
- [Keeping Children Safe in Education 2024 \(KCSIE\)](#)
 - [The National Minimum Standards for Boarding Schools \(NMS\)](#).
 - [The Prevent Duty Guidance for England and Wales \(updated March 2024\)](#)
- 2.4. Separate documentation and procedures are in place for individuals, community groups or organisations hiring the School premises for purposes not connected with the School (**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 School in a visitor capacity only will not be undertaking regulated activity, and therefore the School 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' and Temporary and Occasional Contractors' Code of Conduct, detailed below.
- 3.2. The School holds a Single Central Record (**SCR**) of personnel who have had the appropriate safeguarding checks, which is maintained by the School's Human Resources (HR) team. The individuals on the SCR are allowed unsupervised access to the School, and therefore the Visitors' Protocol does not apply to those individuals.

4. Visitors' and Temporary and Occasional Contractors' Code of Conduct

- 4.1. **This Code of Conduct applies to all visitors to and temporary and occasional contractors of the School.**
- A. A visitors' badge, accompanied by an appropriately coloured lanyard as per section 5.4 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 School 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 and Nursery Reception and in the lobbies of the boarding houses, and by name in the School's Safeguarding and Child Protection Policy) and in the Visitors and Contractors Safeguarding Information provided.
- F. Visitors must take reasonable care of their own health and safety and that of others at the School.
 - G. Visitors may only use staff and visitor toilets on School premises. Visitors may not use the toilets designated for students.
 - H. Visitors must not reveal any personal or confidential information they may learn about the School during the course of their visit to any third party.
 - I. Should there be a fire evacuation, a member of staff will accompany visitors out of the building to the agreed assembly point.
 - J. The School operates a no smoking policy (including e-cigarettes) on all school and boarding premises.
 - K. Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/students are present. Should phone calls/and or texts need to be taken or made, visitors are asked to leave the premises to do so.
 - L. Photos of children must not be taken without prior discussion with a member of the Senior Leadership Team or site Safeguarding Lead and in accordance with the UK *General Data Protection Regulations (GDPR) and the Data Protection Act 2018* and without appropriate consents being given. Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

5. Visitors' Procedures

- 5.1. Each visitor will be supported by a 'named contact' who will be a member of School staff.
- 5.2. 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 Named Contact.
 - 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, InVentry, 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 School site.
 - Details of the relevant School 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 Named Contact 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 Named Contact will be asked to go to reception to meet the visitor(s) who 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.

- 5.3. The School, and our individual nurseries, schools and boarding houses, are not required to check the identity of visitors but may choose to do so where it is deemed appropriate (i.e. if they are not known by the relevant member of staff, their identity should be checked on arrival by sight of an original photographic ID document. No copies of the document will be retained). 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.
- 5.4. An identification badge, issued by office staff and generated from InVentry, is worn with a red lanyard. For the use of other coloured lanyards please see the Contractors Safeguarding Policy.
- 5.5. Visitors without the appropriate safeguarding checks should be accompanied at all times whilst on the site of any of our nurseries, schools or boarding houses at times when children and pupils are present.

6. Visiting Speakers' Protocol

- 6.1. The School often invites speakers from the wider community to give talks to enrich our pupils' experience within the planned curriculum and extracurricular activities. The School recognises the enormous benefit gained by pupils from speakers from many different walks of life. Both the School 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 \(updated March 2024\)](#) requires the School to have a clear protocol for ensuring that any visiting speakers to our schools are suitable and appropriately supervised. The Prevent Duty places a duty on schools to:
- Protect pupils from the risk of radicalisation, extremism and being drawn into terrorism; and
 - Build pupils' resilience to radicalisation by promoting fundamental British values and enabling pupils to challenge extremist views.

For the purposes of this policy and compliance with the Prevent duty, the School has adopted the Government's definitions of the following terms:

- "Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:
 1. negate or destroy the fundamental rights and freedoms of others; or
 2. undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
 3. intentionally create a permissive environment for others to achieve the results in (1) or (2)."¹
 - Radicalisation: ""the process of a person legitimising support for, or use of, terrorist violence."²
- 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

¹ [New definition of extremism \(2024\)](#), paragraph 2

² Prevent Duty Guidance, paragraph 35

with and approved by the relevant Head of School or their nominated deputy.

- 6.5. The School will undertake a risk assessment before agreeing to a Visiting Speaker attending the Stephen Perse. 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 Annex 1 and via the link to the online form provided there. The formal risk assessment will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is suspected or found to extremism, such as recognised extremist groups and movements.
- 6.6. 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 School may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is of educational value, 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 School.
- 6.7. 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 School and Fundamental British Values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that School 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.
- 6.8. 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 School premises. Visiting Speakers will also be briefed on the School's Child Protection and Safeguarding Policy.
- 6.9. A failure by the supervising member of staff to ensure that this Visiting Speakers' Protocol is followed may be treated as a disciplinary matter.
- 6.10. If a visiting speaker is carrying out other duties for the School 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 School'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 School must obtain an enhanced DBS certificate with barred list information as detailed in the School's Safer Recruitment policy. A guideline for vetting checks needed for volunteers can be found in Annex 2.

8. Work Experience Volunteers

- 8.1. The School supports work experience placements from schools, colleges and universities and has

developed a number of partnerships nationally, and internationally through the Erasmus programme. The School recognises that in supporting these placements there is a responsibility for the safety and wellbeing of its own students as well as those who are volunteering. In addition to the appropriate vetting checks a risk assessment will be shared and agreed by the line manager with the work experience student.

- 8.2. Any work experience volunteer who needs to have access to a School email address will need to attend a compliance induction.
- 8.3. Prior to their arrival at the School, a Risk Assessment Form for Volunteers must be completed by their supervisor or line manager at the School.
- 8.4. **Adults who supervise children on work experience:** The School will follow KCSIE statutory guidance that barred list checks may be required for people supervising a child under 16 on a work experience placement where the conditions for regulated activity are met, and the School will undertake these checks.
- 8.5. **Young people on work experience :** Young people on work experience do not usually require vetting checks themselves. If they are to work unpaid in another school or the early years sector, they may be treated as volunteers. A guideline for vetting checks needed for volunteers can be found in Annex 2.

Vetting checks cannot be requested for children aged under 16, including when they are on work experience.

9. Parents attending School events

- 9.1. 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.
- 9.2. However, the School 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.
- 9.3. 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.
- 9.4. Parents will however be expected at all times to adhere to points E to J of our Visitors' and Temporary and Occasional Contractors' Code of Conduct found at paragraph 4.1 above of this policy.

10. Visiting Pupils

- 10.1. Pupils from other schools may visit the School from time to time (e.g. for sports fixtures, competitions, etc.). If visiting pupils are accompanied by a member of staff from that school, that member of staff is responsible for the behaviour of those pupils.
- 10.2. If pupils visit the School unaccompanied (e.g. assessment day visit), parents must notify the School of any medical or dietary requirements in writing and the pupil will be placed in the care of School staff. In the event of an assessment day this individual information would come to the relevant site directly from the Admissions team. The pupil should be signed in as a visitor on InVentry but is not required to wear a lanyard.

11. Occasional and temporary contractors

- 11.1. This section applies to occasional and temporary contractors who will be working under close supervision by a member of School staff at all times and/or have no opportunity for contact with children. For other types of contractors, please see the Contractor Safeguarding Policy.
- 11.2. **Supervised contractors:** External contractors coming onto the School 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 will be supervised.
- 11.3. The Named Contact 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.
- 11.4. **Unsupervised contractors:** An unsupervised contractor, in unregulated activity is a person appointed for a one off contract which will require access on site for three days or less. A risk assessment must be completed prior to the contractor's arrival which must identify that they will work in an area completely separated from children. They will be required to present ID and are not required to be supervised. If, due to the type of activity and/or area in which the contractor is working, it is determined that a level of supervision is required, this must be clearly noted on the risk assessment. They need to be given appropriate safeguarding information in relation to the school's safeguarding procedures and Visitors' and Temporary and Occasional Contractors' Code of Conduct (see paragraph 4 above).
- 11.5. If a contractor with all appropriate checks, brings with them an unchecked contractor who works for the same company to carry out a specific job, the School can risk assess and determine the appropriate level of supervision. This may be the checked contractor if we are confident they are known to the School. The accompanying contractor must be on a red lanyard and follow visitor protocols.
- 11.6. Information about the checks required and procedures for contractors is detailed in the School's Safer Recruitment Policy and the School's Contractor Safeguarding Policy.
- 11.7. The School's Safeguarding and Child Protection Policy and Low Level Concerns Policy will be followed in the event of any low level concerns, concerns or allegations being raised in relation to contractors.

12. Visiting Professionals

- 12.1. For visitors who are visiting the school in a professional capacity, we check their professional photographic ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).

13. Visitors to Boarding

13.1. Visitors to School Accommodation

The School recognises that staff who reside in the School'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.

13.2. Visitors to boarding houses and staff accommodation with a direct link to the boarding house

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.

13.3. Parents/relatives of boarders

Parents or relatives of boarders are at all times treated as visitors. Parents may enter the boarding houses at the beginning or the end of term and/or when dropping off/collecting students and their belongings but they should be accompanied by the student at all times and this will also be monitored by the boarding staff. Parents and relatives of a student must not enter the room of any student except their family member and must not enter any bathrooms apart from the designated visitor bathroom.

13.4. Other visitors to boarding houses

13.4.1. External contractors

Information about the processes for contractors can be found in the School's Contractor Safeguarding Policy. External contractors must be supervised throughout their time in the boarding house by a member of staff if they do not have the appropriate safeguarding checks and supervision should still take place if they do have the appropriate safeguarding checks whilst they are attending to a maintenance issue in a student's personal living space. If there are no students present at the time the contractor is on site, more remote supervision may be adequate. The Estates team are responsible for arranging this supervision with the boarding staff on duty before they attend, such level of supervision to be determined by the Head of Boarding, or their nominated deputy.

13.4.2. School Estates staff

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

13.4.3. Other School staff

School 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 boarding 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 student for a disciplinary or safeguarding reason; in such cases, the DSL or a DDSL should be consulted prior to the visit.

14. Unknown/Uninvited Visitors to the School

14.1. Any unsupervised visitor to a School site who is not wearing a School visitor badge and lanyard should be challenged politely by staff to enquire who they are and their business on the School

site. Staff should not put themselves at risk. The visitor should then be accompanied back to the Reception to ensure that the Visitors' Protocol is followed.

- 14.2. If an unauthorised visitor becomes abusive or aggressive, they must be asked to leave the site immediately and warned that if they fail to leave, police assistance may be called for. The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on a School site is threatened or assaulted, or placed in fear for their own or others' safety.
- 14.3. Any major security breaches or incidents must be reported to the Principal as soon as is reasonably practicable who will ensure that the School maintains a record of the incident and complies with its statutory reporting requirements.

15. Related policies:

- Contractor Safeguarding Policy
- Health and Safety Policy
- Low Level Concerns Policy
- Policy for Visitors to School Accommodation
- Safeguarding and Child Protection Policy
- Safer Recruitment Policy

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Policy owner	Executive Deputy Designated Safeguarding Lead
Authorised by	Heads of Section

Annex 1

Online Checklist and Risk Assessment for Visiting Speakers

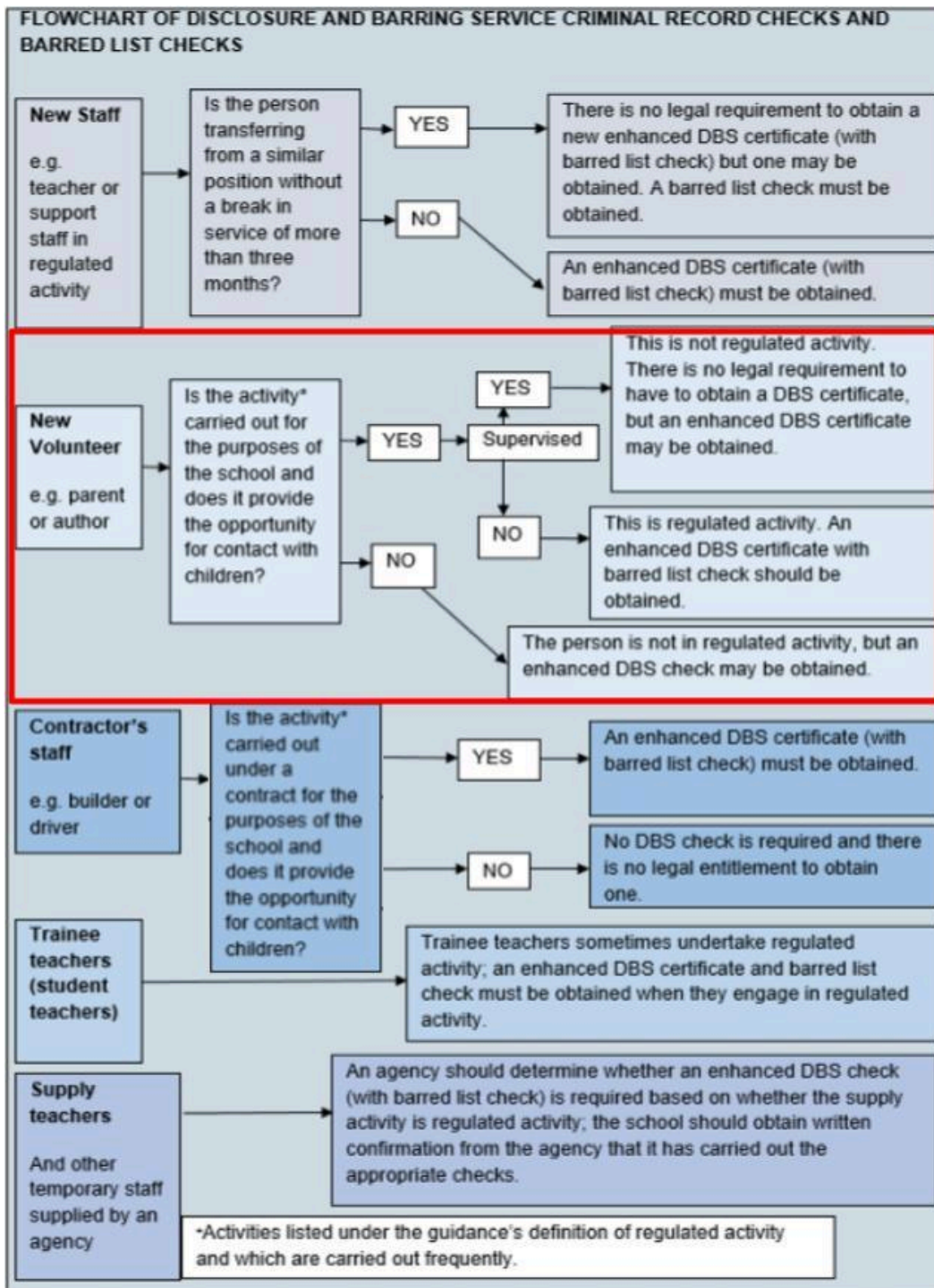
Statutory guidance requires that schools have appropriate policies and procedures to ensure visiting speakers do not pose a risk of radicalisation of children. This online form must be completed in respect of all proposed visiting speakers to Early Years/Stephen Perse Junior School/Dame Bradbury's/Stephen Perse Senior School/Stephen Perse Sixth Form. It should be completed by the member of staff responsible for booking the visitor to ensure that all external speakers are suitably vetted and supervised, and that they do not use their presence in the School to promote or advocate extremist views of any nature or to speak in support of terrorism or terrorist activities or organisations.

Section 4 of the form sets out the components of a risk assessment for each visiting speaker. By completing the form, the member of staff responsible for booking the visit must confirm that they:

- (i) have conducted internet checks for any published reports, statements, or speeches made by the individual, including any press coverage, retractions, public apologies and are satisfied that no concerns are raised by such checks;
- (ii) have established that the nature of their talk is age appropriate and suitable for the intended audience;
- (iii) are satisfied that any organisations they work for, or associated with, do not expose the foundation to any substantive ethical or reputational concerns that would suggest their visit to our school might be inappropriate; and
- (iv) are satisfied that the speaker themselves and the proposed topic of their talk pose no discernable risk to students of undermining Fundamental British Values, radicalisation or exposure to extremist views, the promotion of terrorism or terrorist activities.

In the vast majority of cases it is expected that the checks above will raise no concerns and in such cases there is nothing further required by way of recording a risk assessment. However, if the checks above raise any concerns, a more detailed and formal, written Risk Assessment must be directed by the Head of School (or their nominated deputy) and recorded. Subject to evaluation of any risks identified, the Head of School (or their nominated deputy) will finalise a decision as to whether the visit should proceed.

Annex 2
Vetting Checks on Volunteers and Visitors



Flow chart on vetting checks needed (KCSIE 2023 part three: safer recruitment, para 241, page 66). For Visitors and Visiting Speakers follow the same guidelines for Volunteers in the flowchart above (highlighted in the red box).