



## Visitors, Visiting Speakers and Contractors Policy

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## **Statement of intent**

This policy is designed to outline Little Hill primary School's policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## **1) Authorisation**

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 0116 2811963.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of the reception staff, premises officer or member of the senior leadership team.

Parents are discouraged from visiting the school during school hours unless for a planned school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

## **2) Visiting procedures**

All visitors to the school, including parents, will comply with the following procedure:

Immediately report to the school reception area on arrival

Provide their details to the reception staff and/or the sign-in app, including:

- Name
- Purpose of visit
- Name of pupil the visit pertains to/staff member who arranged the visit

Sign-in using the sign-in app

Display ID lanyards provided at all times while on school property

Sign-out using the 'sign-in' app

Return ID lanyards to the school office before departure

Regular visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.

Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times and wear a yellow lanyard.

Visitors will be handed our Safeguarding leaflet.

### **3) Exceptions**

Visits to the school by contractors are governed by our Contractors' Policies and procedures.

Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

### **4) Unidentified individuals**

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed lanyard.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

### **5) Visitor conduct**

Visitors to the school will be required to act in accordance with the school's Code of Conduct, Adult Behaviour Policy and other relevant school policies at all times.

Little Hill Primary School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors. See Adult behaviour policy.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary. See Adult behaviour policy

In the event of persistent occurrence of unacceptable behaviour on the school site, Little Hill primary School has the right to request a banning order from the LA for the individual in question. See Adult Behaviour policy

### **6) Visiting Speakers**

**Introduction:** At Little Hill Primary School, we recognise the value and importance of hosting visiting speakers to enrich the educational experiences of our pupils. Visiting speakers can provide unique perspectives, expertise, and inspiration that complement our curriculum and support our pupils' learning and personal development. This section

of the policy outlines the procedures and guidelines for inviting and hosting visiting speakers at our school.

**Objectives:**

1. To enhance the educational experiences of our pupils by exposing them to a diverse range of ideas, perspectives, and expertise.
2. To support the delivery of the curriculum by inviting speakers who can offer insights and expertise relevant to the subjects and topics being studied.
3. To promote inclusivity, respect, and diversity by ensuring that visiting speakers uphold our school values and ethos.
4. To ensure the safety, well-being, and safeguarding of our pupils at all times during visiting speaker events.

**Procedure:**

**1) Identification of Potential Speakers:**

- Teachers, staff, parents, and pupils may suggest potential speakers to the school administration.
- Speakers should be selected based on their expertise, relevance to the curriculum, and alignment with the school's values and ethos.

**2) Invitation Process:**

- The school administration will extend formal invitations to selected speakers, clearly outlining the purpose, expectations, and any remuneration or expenses involved.
- Invitations should include details such as date, time, duration, audience, and topics to be covered.

**3) Pre-Visit Communication:**

- Once a speaker has accepted the invitation, the school administration will communicate relevant details to the speaker, including logistical information and any specific requirements.
- Speakers will be provided with information about the school's policies, safeguarding procedures, and expectations regarding conduct during their visit.

#### **4) Safeguarding and Risk Assessment:**

- A risk assessment will be conducted prior to the visit to identify and mitigate any potential risks associated with the speaker's presentation or activities.
- Safeguarding measures will be implemented to ensure the safety and well-being of pupils during the visit, including supervision and appropriate adult-to-pupil ratios.

#### **5) Event Management:**

- The school administration will coordinate the logistics of the visit, including scheduling, room bookings, AV equipment, and any additional resources required.
- A designated staff member will be responsible for overseeing the event and liaising with the speaker to ensure smooth coordination.

#### **6) Post-Visit Evaluation:**

- Following the visit, feedback will be sought from teachers, pupils, and staff to evaluate the effectiveness of the speaker's presentation and its impact on learning.
- Any recommendations for future visits or improvements to the process will be considered for implementation.

#### **Code of Conduct for Visiting Speakers:**

- Speakers must adhere to the school's code of conduct and policies, including those related to safeguarding, equality, diversity, and inclusion.
- Speakers should respect the age-appropriate nature of the audience and ensure that their presentation is suitable for primary school pupils.
- Any materials or resources shared by the speaker must be appropriate for the intended audience and relevant to the educational objectives of the visit.
- Speakers should engage with pupils in a respectful and inclusive manner, fostering a positive and supportive learning environment.
- Any concerns or complaints regarding a speaker's conduct or presentation will be addressed promptly and in accordance with the school's policies and procedures.

## **7) Monitoring and review**

This policy will be monitored and reviewed on an annual basis by the headteacher and governing body.

Amendments to the policy will be communicated to all members of the school community.