



St Leonard's Lower School Policy for Visitors, Visiting Speakers and Contractors

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Education (No. 2) Act 1986
- Disability Discrimination Act 1995
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Families Act 2014
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Prevent Strategy (HM Gov)
- Prevent Duty Guidance in England and Wales (HM Gov)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have a statutory duty to ensure that, so far as reasonably practicable, the school premises are safe and that visitors to school come to no harm. We have in place school security systems to ensure the personal safety of the whole school community.

We understand that we 'do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors to school such as children's relatives or other visitors attending school events.'

We 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'. In regard to a self-employed contractor we undertake the relevant DBS check as 'self-employed people are not able to make an application directly to the DBS on their own account'.

We require all visitors such as parents/carers, education officials, local authority officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation. Visitors will be asked to sign the visitor's book and will wear a visitors badge

at all times. Visitors will be escorted throughout the duration of their visit and will not come into contact with pupils other than with a member of the school personnel.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner. They have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are trained and able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We have a duty to ensure that all visiting speakers invited by school personnel or by pupils will be risk assessed for their suitability and approved by the Headteacher before they attend. Prior to their visit we will establish the aims of their presentation and its content. Visiting speakers will be made aware of the school's Equality policy and that their presentation will be stopped if the content proves to be unsuitable or deviates from the agreed aims.

We acknowledge that freedom of expression is a fundamental right under both British and European law and is protected by Article 10 of the European Convention on Human Rights. We will ensure that visiting speakers are reminded that freedom of expression does not protect statements that unlawfully discriminate against or harass, or incite violence or hatred against other persons or groups. Therefore, all presentations by visiting speakers will be monitored to ensure that freedom of expression is within the law.

We will ensure that any unidentified person seen on the school site will be asked to identify themselves and the nature of their business. They will then be taken to the school office or asked to leave the school site.

In the event that the unidentified person refuses to comply or becomes aggressive then the situation will be reported to the school office and then directly to the Headteacher who will take the appropriate action.

We as a school community have a commitment to promote equality. We believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure that the school premises are safe and that visitors to school come to no harm.
- To ensure that all contractors when working on the premises act in a responsible and proper manner.

- To ensure all presentations by visiting speakers are monitored to ensure that freedom of expression is within the law.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a safeguarding governor to:
 - visit the school regularly;
 - work closely with the Headteacher;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- remind school personnel of security procedures especially before any school event such as the following when invited parents and the general public may compromise school security:
 - car boot sales
 - Christmas and summer concerts, presentations, social events and school fayres
 - inter school fixtures
 - school disco
 - sponsored walk
 - sports day

- summer fete
- swimming lessons at a local leisure centre

- when choosing a reputable contractor:

- identify the work that needs to be done;
- seek referrals from the local authority and from other schools;
- undertake the appropriate level of DBS checks;
- assess the risks and provide relevant information to the contractor;
- provide information, instruction and training to pupils, school personnel and visitors;
- cooperate and coordinate the work with the contractor
- ensure the contractor cooperates with the school's health and safety policies and procedures;

- manage and supervise the work in conjunction with the contractor;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- ensure all visiting speakers invited by school personnel or by pupils are suitable and appropriately supervised;
- ensure all visitors are:

- suitably checked and monitored;
- provided with a leaflet that:

- summarises the school's safeguarding policy;
- informs them of what to do if they have any concerns;
- informs them how they should conduct themselves whilst in school;
- informs them that they should not take photographs in school or post them on social media under any circumstance.

- issued with visitor lanyards (colour coded for DBS clearance)

- ensure school personnel wear ID badges on a clearly named staff lanyard;
- ensure all unidentified persons seen on the school site will be asked for their identification and the nature of their business;
- ensure that any unidentified person who becomes abusive or aggressive will be asked to leave the school site and refusal to do so will result in the police being informed of the situation;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- annually report to the Governing Body on the success and development of this policy.

The Headteacher as Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying out risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- work closely with the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
- be extra vigilant at the following school events when invited parents and the general public may compromise school security:
 - car boot sales
 - Christmas and summer concerts, presentations, social events and school fayres
 - inter school fixtures
 - school disco
 - sponsored walk
 - sports day
 - summer fete
 - swimming lessons at a local leisure centre
- be aware of the working agreement between the school and any contractor undertaking work in the school;
- ensure all visiting speakers they invite to school personnel are suitable and appropriately supervised;
- ensure that when inviting speakers to school they follow school protocol by completing the school visitor booking form (see appendix a);
- submit the form to the Headteacher for approval;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

Role of Visitors and Contractors

Visitors will:

- report to the school office upon entering the school premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitors book;
- wear a school visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- sign out when leaving the school

Contractors will:

- comply with all health and safety policies and procedures when working on the school premises;
- act in a responsible and proper manner;
- come to a working agreement regarding how they can work on the school premises during school day
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Procedure when inviting a visiting speaker to school

The following procedure must be followed at all times:

- All invites for an outside speaker to visit school must be approved by the Headteacher.
- School personnel must complete the school visitor booking form available from the school office and complete all sections (appendix a):
 - On arrival at school reception the Visiting Speaker must provide suitable identification.
 - The Visiting Speaker will be supervised at all times while on-site.
 - All Visiting Speaker presentations must be evaluated to include:
 - Did the Visiting Speaker cover all aims as agreed?
 - Did the Visiting Speaker engage well with the pupils?
 - How did the pupils respond?
 - Were any contentious comments made by the Visiting Speaker?
 - Would the Visiting Speaker be booked again?
- The Visiting Speaker must confirm that they have read and understood the visitors code of conduct before the presentation can commence.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;

- support the Visitors Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus;
- the school website;
- the Staff Handbook;
- meetings with school personnel.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Prevent Duty
 - Safeguarding and Child Protection
 - School Security
 - Health and Safety
 - Risk Assessment
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Linked Policies

- Safeguarding and Child Protection
- School Security
- Prevent Duty
- Health and Safety
- Risk Management and Risk Assessment
- School Personnel Code of Conduct
- Disciplinary Procedure

Reviewed by	FGB
Date	Sep 2024
Next Review	Sep 2025

Appendix a)
SCHOOL VISITOR BOOKING FORM

Name of speaker	
Name of organisation that the named speaker represents	
Reason for the invitation	
Duration of presentation	
Date to attend school	
What year group will the Visiting Speaker be speaking to?	
Has the suitability of the Visiting Speaker been checked on the internet and by contacting other schools?	
Has the Visiting Speaker been DBS checked?	
Do they understand that they will need to bring their DBS certificate with them on the day of visit?	
Have you met with the Visiting Speaker?	
What are the aims of the presentation?	
What is the content of the presentation?	
Is the Visiting Speaker aware of the school's Safeguarding and Child Protection, Health and Safety and Equality policies?	
Is there a risk assessment required?	
Is the Visiting Speaker aware that their presentation will be stopped if the content proves to be unsuitable or deviates from the agreed aims?	