

VISITORS TO SCHOOL POLICY AND GUIDANCE

BUXTON INFANT SCHOOL

This policy was reviewed by the Governing Body on 28th September 2023

It will be reviewed September 2025

Signed:

Date:

VISITORS POLICY AND GUIDANCE

Introduction

Visitors are always welcome to Buxton Infant School and we value the contribution to the life and work of the school that are made in many different ways. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is safeguarded at all times. 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 it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Buxton Infant School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, stakeholders, visitors and parents and conform to child protection guidelines.

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 off-site activities.

This policy applies to:

- All teaching and non-teaching 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. authors, artists etc.)
- All volunteers who are working in classrooms to support learning.
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to School.

Visitors Invited to School

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school.

- All visitors must ring the bell on the main entrance gate on arrival and state their name and the purpose of the visit. Office staff will then allow access to the playground and give instructions on how to proceed.
- Visitors will then need to ring the buzzer on the door to gain entry to the vestibule.
- They should be ready to show formal identification where appropriate in the school office.
- All visitors will be introduced to a member of the office staff and be asked to sign using the Microsoft Form Visitor Signing in process.
- A member of the office staff will issue each visitor with a visitors' badge
- Visitors are provided with a copy of the 'Visitors Safeguarding Guidance' to read and acknowledge as part of the Microsoft forms visitor signing in process and will be given a copy of the 'Visiting Speakers Agreement' where appropriate.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception 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 on their own with children
- On departing the school, visitors should leave via the school office, sign out and return their visitors 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 be supervised by a staff member in the presence of children while on site. 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. E.g SSEN, Social care, SALT. 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 requirements of the visiting speaker's agreement.

Use of External Agencies and Speakers

At Buxton Infant School we encourage the use of external agencies or speakers to enrich the experiences of our pupils. However, we will positively vet those who we engage to provide such learning opportunities or experiences for our pupils.

All teachers who seek to book agencies and speakers to come onto the school site must discuss the purpose and aims of the visit to the school site.

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

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

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are 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 information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 1).

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' (see appendix 2).

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. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

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 challenged politely to enquire who they are and their business on the school site.
- They should then be accompanied to the school office to sign in 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 Headteacher immediately informed.
- The Headteacher and/or members of the senior management team will consider the situation and decide if necessary to 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 assistance will be called for.

INDUCTION

As part of their induction, new staff, students and volunteers will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.

Adopted by the governing board of Buxton Infant School on **28th September 2023**.