

# MAYBURY PRIMARY SCHOOL

## Visitors Policy and Visiting speakers agreement (Use of onsite facilities by external visitors, private hire of school facilities and external speakers)

Produced: Autumn 2015  
Reviewed: Autumn 2023 (in accordance to  
Surrey guidance 2018)







# Maybury Primary School

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## **Mission**

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

## **Vision statement**

Believe. Achieve. Succeed.

## **Visitors Policy and Visiting speakers agreement (Use of onsite facilities by external visitors, private hire of school facilities and external speakers)**

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- Collective worship policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education

### **1. Introduction**

Visitors are welcome to Maybury Primary School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. 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 under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Maybury Primary 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, governors, visitors and parents and conforms 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 (and supervised) off-site activities.

The 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. business people, authors, artists etc.)
- All governors of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors)
- Building, Maintenance and Infrastructure Contractors

This policy applies to all visitors invited to Maybury Primary School.

## **2. Procedures for all visitors invited to the school**

- Where possible visits to the school should be pre-arranged. Visitors who arrive in school without pre-arrangement may not be able to carry out their intended visit purposes.
- Permission should be granted by the Head teacher before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.
- All visitors must report to reception first and they must not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification and, where appropriate a DBS certificate.
- All visitors will be asked to sign in using the electronic recording Inventory system which includes a photograph of the visitor being taken, If the visitor is part of a large group of visitors a separate register may be used.
- All visitors will be required to wear a visitor's lanyard or label which clearly displays their photograph. Visitors who have provided a DBS certificate or other evidence of DBS clearance and identification will be provided with a blue visitor's lanyard. Visitors who have not provided a DBS certificate will be provided with a red visitor's lanyard. Anyone wearing a red lanyard may not have any unsupervised access around school- they must be supervised at all times. If the visitor is part of a large group of visitors a visitor's label without a photograph may be issued.
- Visitors should wait in the reception area until they are escorted to their destination by a member of the office staff or met by an appropriate member of staff to be escorted to their destination. The member of staff at the destination point will be responsible for them while they are on site.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). This will be recorded on the school's Single Central Record.
- At no point should a visitor who has not been issued with a red visitor's lanyard be left on their own with pupils. If visitors find they are alone with pupils they should report to a member of staff or reception.

- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- In the event of a lockdown alarm/drill, the visitor should be instructed what to do by the closest member of staff.
- On departing the school, visitors should leave via reception, sign out using the Inventory system and return their visitor's lanyard and or identification label to reception.
- Office staff will highlight the names of the DSLs on arrival.
- Visitors must ensure they keep their phones on silent and in their bags. Phones and cameras must not be used to record or take images of children with permission for a member of the Senior Leadership team.

### **3. Visitors whose purpose is to work with students in some capacity**

For visitors who work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals):

- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building.
- If a visitor has DBS clearance they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. 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 speakers' policy.

### **4. Use of External Agencies and Speakers**

At Maybury Primary School we encourage the use of external agencies or speakers to enrich the experiences of our students; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

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 directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All External Agencies and Speakers must read the Visiting speakers agreement. (Appendix 1)

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals

- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students

Any visual presentation, such as Powerpoints and video clips, will be received and checked by the member of staff leading on the visitor's school attendance, to ensure the content is unbiased and sits within the school ethos. An outline of the key points of the delivering speaker will be sought and checked, alongside the Powerpoint or other resources to be presented by the member of staff leading on the visitor's school attendance. The responsibility for checking the content fits the ethos of the school lies with the member of staff organising. If there are any concerns, these should be raised with a member of SLT for clarification.

We recognise, however, that the ethos of our school is to encourage students 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 and 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 students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

Additional vigilance will be given to the content spoken of any visitor who will be speaking to children or staff, particularly for the first time. Speakers may be asked to end their presentation/talk at any time during the deliverance by a member of staff watching, should it be felt to be inappropriate.

## **5. Staff from other agencies (eg, Supply Teachers)**

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore, it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with pupils. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided. This will be stored on the Single Central Record.

## **6. Contractors**

For building or maintenance contractors the school will establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school. All contractors entering the school on a school day should have DBS clearance. Contractors should sign in and be issued with a visitors' lanyard or label.

If, in exceptional circumstances, any contractor without DBS clearance is working in an area of the school where pupils are present, they will be accompanied by the Site Manager, or another member of staff.

#### **7. Use of school onsite facilities by external visitors/ hirers of the schools facilities**

Using open source research to indicate whether the external visitor or hirer of the school facilities satisfies any of the criteria outlined above, Maybury Primary school will make an assessment as to whether the external visitor or hirer are appropriate to use the school facilities.

If, following open source research, an external visitor or hirer is assessed as being suitable to hire or use the school facilities the individual or agency will be given a copy of the school's safeguarding policy and be asked to read and sign to say they agree to abide by it.

All vetting of external visitors wishing to use school onsite facilities/hirers of school facilities should be recorded on Appendix 2: School facility use and hire checklist.

#### **8. Trainee teachers**

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with pupils they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

#### **9. Governors**

- All governors have DBS clearance.
- Governors should wear their ID lanyard at all times.
- Governors should sign in and out using the Inventory system.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

#### **10. Safeguarding**

If any visitors have safeguarding concerns related to a member of staff they should immediately share these concerns with the Headteacher. If they have any concerns related to the safeguarding of children for example if a child makes a disclosure they should immediately share these concerns with a Designated Safeguarding Lead and complete a concern form. See Appendix 5.

#### **11. Ofsted**

Our policy is to ask Ofsted staff for photographic ID on arrival and they will be required to follow the usual signing in procedures.

However, we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check

## **12. Unknown/uninvited or malicious visitors to the School**

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign in using Inventory and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher should be informed immediately.
- The Head Teacher and/or members of the Senior Leadership Team will consider the situation and decide if it is 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.
- In extreme circumstances or if the unknown/uninvited visitor refuses to leave, the police should be called.

## **13. Concerns related to a visitor**

- Staff and pupils will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding.
- Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Headteacher immediately.
- If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the LADO for advice.

### **Raising awareness of visitor safety with children**

- Pupils are taught that all staff and visitors will have lanyards on and if they see someone without a lanyard they should tell a member of staff (wearing a staff lanyard) and return to their classroom.
- Pupils are also taught that visitors wearing yellow lanyards (as opposed to blue lanyards) should be accompanied by a member of staff (wearing a staff lanyard) or other adult wearing a blue lanyard and if they see such a person they should tell a member of staff (wearing a staff lanyard) and return to their classroom.

### **Staff Development**

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





**Appendix 1**  
**Maybury Primary School**  
**Maybury Primary School - Visiting Speakers Agreement**

At Maybury Primary School we understand the importance of visitors and external agencies to enrich the experiences of our students.

All visiting speakers to Maybury Primary School are required to sign in and by doing so agree to adhere to the following statements in order to safeguard our pupils:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.
- The content of talks and the media used to support the message, will be agreed with the member of staff organising the talk; and any concerns or clarification needed raised with a member of the Senior Leadership Team. Copies of presentation materials (e.g. PowerPoint) to be used need to be shared with the school prior to arrival.
- If a member of staff requests that the talk is stopped, it must be done so immediately.
- Any information obtained about children, families or others within the school will be kept confidential and not mentioned outside the school or on any social networking sites. Any concerns about a child will be shared with a member of staff and not with the child's parents or carers or anyone else.
- Mobile phones will not be used in class or around the school. Phones will be stored away safely until break times and/or leaving the premises.
- Personal phones and cameras will not be used to photograph children and no photographs will be taken unless instructed by the teacher and using school equipment.
- Visiting speakers will also be accompanied by a member of staff at all times.

Speaker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DSL or Headteacher Approval \_\_\_\_\_ Date: \_\_\_\_\_



## **Appendix 2**

# **Maybury Primary School**

### **Anti-Radicalisation Letting Agreement**

In order to safeguard our children and our school's reputation we expect all agencies letting our school premises adhere to the statements below.

- Any messages communicated by the agencies support fundamental British Values
- Any messages communicated by the agencies are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated by the agencies do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies

Date : .....

Manager of letting arrangement: .....

Signature: .....

**Appendix 3: External Speaker Checklist**

|  |  |
|--|--|
| Name of teacher submitting request:  |  |
| Name of guest speaker:   |  |
| Lesson/Assembly title:   |  |
| Lesson/Assembly date:  |  |
| Aim of the lesson/assembly:  |  |
| Name and address of external speaker's organisation:                               |  |
| Name and address confirmed:  | YES / NO (delete as appropriate)   |
| Open source research completed:<br>By: <i>[Insert Name]</i><br>Date completed:     | YES / NO (delete as appropriate)<br>Please list open source references below |
| Individual/agency/organisation assessed as suitable based on open source research: | YES / NO (delete as appropriate)   |
| Date resources / PPT received in advance:  |  |
| Contents checked:  | YES / NO (delete as appropriate)   |
| Contents approved:   | YES / NO (delete as appropriate)   |
| External speaker approved:   | YES / NO (delete as appropriate)<br>If 'No' please outline reasons below     |
| Name of teacher to be present during the lesson/assembly:                          |  |
| Name, date and signature of person completing the form:                            | Name:<br>Date:   |

|  |            |
|--|------------|
|  | Signature: |
|--|------------|

#### Appendix 4: School facility use and hire checklist

|  |  |
|--|--|
| Name of individual/agency/organisation:  |  |
| Address of individual/agency/organisation:   |  |
| Name and address of individual/agency/organisation confirmed:                      | YES / NO (delete as appropriate)   |
| Proposed use of school facilities:   |  |
| Open source research completed:<br>By: <i>[Insert Name]</i><br>Date completed:     | YES / NO (delete as appropriate)<br>Please list open source references below |
| Individual/agency/organisation assessed as suitable based on open source research: | YES / NO (delete as appropriate)   |
| Individual/agency/organisation approved:   | YES / NO (delete as appropriate)<br>If 'No' please outline reasons below     |
| Name, date and signature of person completing the form:                            | Name:<br>Date:<br>Signature:   |

|  |  |
|--|--|
|  |  |
|--|--|

#### Appendix 4: Safeguarding Record Concern Form

### Safeguarding Record Concern Form

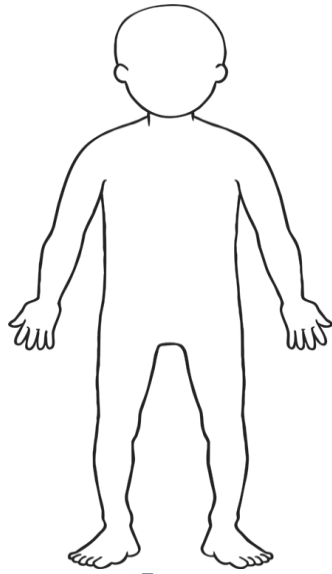
This template can be used to record any safeguarding concerns or incidents. It can also be used to record disclosures made by children to adults in school. It is vital that the child's voice is recorded using their exact words; do not paraphrase or try to interpret what was said. If necessary, the body map may be used to record details of physical injuries. It is important that you sign the form, print your name and record the date and time.

Once complete, this form should be passed immediately to the designated safeguarding lead (DSL). If the DSL is absent, the form should be given to the deputy designated safeguarding lead, headteacher or another member of your setting's safeguarding team. In all instances, the contents of this form should be kept confidential.

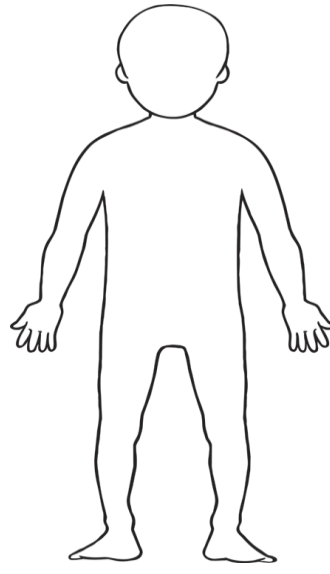
|                    |  |                      |  |
|--------------------|--|----------------------|--|
| <b>Childs Name</b> |  |                      |  |
| <b>Class</b>       |  | <b>Date of Birth</b> |  |

**Concerns about the child:**

Body  
map:



**Fron**



**Bac**

**Actions Taken:**

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

**For DSL use only**

|                              |  |
|------------------------------|--|
| <b>Recorded on<br/>CPOMS</b> |  |
| <b>Date</b>                  |  |