



# **Covingham Park Primary School Visitor and Visiting Speaker Policy**

*Caring for Pupils, Promoting Success*

Our vision is to provide every child with an outstanding start to their education which will equip them with necessary skills to meet future changes and challenges throughout their life.

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**Reviewed: July 2015; June 2017, January 2020;  
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**Author: Headteacher**

**Next Review Date: Spring 2024**

## **This policy should be read alongside current covid-19 RA**

### **1. Visitors Invited to the School**

Where possible 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 visits must be entered in the school diary.

- All visitors must report to reception first, they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in, a privacy notice is available on request
- All visitors will be provided with introductory information and expectations on safeguarding and health and safety
- All visitors will be required to wear a visitor badge.
- **All visitors will be expected to follow Covid-19 RA for visitors (see current RA)**
- Visitors will then be escorted to the 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 (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out and return their identification badge to reception.

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

Visitors may 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 visitor policy requirements are followed.
- Visitors working with children must provide a letter of assurance
- Any visitor who is not DBS checked must not be alone with students at any point, they must be accompanied by a staff member. 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 and a letter of assurance, 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.
- Regular volunteers complete a confidential self-declaration for volunteers and complete safeguarding training and an induction
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

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

At Covingham Park 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 students. 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

### **3. Unknown/uninvited 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.

### **4. Governors**

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

### **5. Parents/Carers**

We invite parents and carers into the school for parental engagement sessions on a regular basis. These parents are met at the office by a member of staff and asked to sign in. They are taken to their child's classroom by a member of staff and remain with their child's class throughout the session. Refer to visitors' Risk Assessment.

### **6. 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

## Covingham Park Primary School

### Visiting Speakers' Agreement

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

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

- 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
- Visitors will also be accompanied by a member of staff at all times.

Signed:

Date: