



Visitor Policy

DRW

Last updated January 2024

Review and amendment record

Date	Person Conducting the Review	Changes Made
September 2017	MJF	New policy.
September 2018	MJF	None.
September 2019	MJF	
September 2020	DRW	Clarification that no additional speakers to be allowed into school until further review as a result of COVID-19 restrictions.
September 2021	DRW	Review and update for the 2021-22 academic year, including confirmation that from the start of the academic year no restrictions on visiting speakers were in place.
September 2022	DRW	Review and update for the 2022-23 academic year with specific reference to the change in the National Minimum Standards for Boarding.
January 2023	DRW	Clarification of the type of photo ID required for visiting speakers to provide on arrival (to be photocopied as part of the signing in process).
September 2023	DRW	Review and update for the 2023-24 academic year.
January 2024	DRW	Clarification of the web research to be undertaken before the attendance of visitors and the need for visitors to provide a professional CV if they do not have a relevant professional biography available online.

## 1. Introduction

- a. This policy supports the school's compliance with standard 9 of the National Minimum Standards for Boarding "Safety of boarders".
- b. Summer Fields often invites speakers from the wider community to give talks to enrich our pupils' experience.
- c. The school recognises the enormous benefit gained by pupils from speakers from all walks of life; this includes those who are invited into school to contribute to curriculum lessons.
- d. Both the school and pupils greatly appreciate the time and effort that visitors put in to their contribution to school life.
- e. The purpose of this policy is to set out the school's legal obligations when using visitors and to set out the standards of behaviour expected from them.
- f. This policy should be read in conjunction with the school's Safeguarding Policy.

## 2. Overview

- a. Keeping Children Safe in Education and the school's Safeguarding Policy both require careful consideration be given to the identity and purpose of visitors invited into school.
- b. In addition, the Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-dutyguidance>) expects schools to have clear protocols for ensuring that all visitors are suitable and appropriately supervised.
- c. This policy has regard to the school's obligations under both Keeping Children Safe in Education and Prevent.
- d. The school has a further responsibility to pupils is to ensure that they can assess the information they receive is aligned to the ethos and values of the school and to the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

## 3. School Protocol

- a. All requests for outside visitors who will talk to pupils on area of specific interest and/or expertise must firstly be discussed with the Deputy Headmaster (if the visitor is coming in to the prep school) or Head of Pre-prep (if the visitor is coming in to the Pre-prep).
- b. The Deputy Headmaster/Head of Pre-prep will undertake a web search of each proposed visitor to the school. If the visitor does not have a relevant professional biography available online, the member of staff co-ordinating the visit will supply the Deputy Headmaster/Head of Pre-prep with a brief copy of the visitor's professional CV.
- c. Points 1-11 of the Visitor Summary (Appendix 1 to this policy) must be agreed with the Deputy Headmaster/Head of Pre-prep before any visitor may be allowed into the school. Once the visit has been agreed in principle, the member of staff organising the visit will:
  - i. Obtain an outline of what the visitor intends to talk about in advance of their visit to ensure the content is appropriate for the pupils participating (with reference to their age and maturity) and does not undermine fundamental British values or the ethos and values of the school. In some cases, the school may also request an advance copy of any presentation to be used (if applicable).
  - ii. Ensure that, on arrival, the visitor signs in with the front office as a visitor and is issued with a visitors' badge (which they must always wear whilst on the school site.). As part of the signing in process, all visiting speakers will be required to provide proof of ID which will be photocopied upon their arrival. This should be an original current identification document including a photograph such as a passport or photo card driving licence.
  - iii. Arrange for the visitor to be supervised by a school employee whilst on the school site. If the visitor is scheduled to talk to pupils on area of specific interest and/or expertise on their own, enhanced DBS certificate details must be detailed in point 10 of the Visitor Summary (Appendix 1 to this policy). Without these details, at no point shall the visitor be left unsupervised on the school site whilst pupils are present.
  - iv. In the case of a talk/presentation, be present for the duration, monitoring what is said to ensure the content aligns with the values and ethos of the school and fundamental British values.
  - v. After the visit, complete a review of the visit (section 13 of the "Visitor Summary" document in Appendix 1 to this policy) and forward the review to the Deputy Headmaster or Head of Pre-prep (as appropriate).

**APPENDIX 1 - Visitor Summary form**

	Action	Details
	<b>Details of the arrangements</b>	
1	Name of the staff member responsible for co-ordinating the visit.	
2	Name of visitor.	
3	Visitor contact details.	
4	Date of visit.	
5	Audience details.	
6	Cost? Is it chargeable?	
	<b>Checklist</b>	
7	<b>Details of research undertaken on visitor</b> The Deputy Headmaster/Head of Pre-prep will undertake a web search of each proposed visitor to the school. If the visitor does not have a relevant professional biography available online, the member of staff co-ordinating the visit will supply the Deputy Headmaster/Head of Pre-prep with a brief copy of their professional CV	
8	<b>Are you satisfied that the content of the visit will not, in any way, run contrary to any of the school’s policies - particularly our responsibilities under KCSIE, the 2010 Equalities Act and Prevent – and that it will not, in any way, undermine the school’s ethos of inclusion or promotion of fundamental British values?</b>	Yes  No (visitor must not be invited to the school)
9	<b>Will the visitor be left alone with pupils?</b> If yes, complete 10 (below) and inform the DSL.	Yes  No
10	<b>Enhanced DBS certificated details:</b>	DBS number:  Date of issue:  Name of Employer:
11	<b>Name of person responsible for supervising the visitor whilst they are on site</b>	
12	<b>Has the visitor been informed they will be required to provide proof of ID as part of the signing in process and that this will be photocopied upon arrival?</b>	Yes  No
13	<b>General comments / review of visit</b>	

Signed:..... (Teacher organising the visitor)                      Date:.....

Countersigned:.....(Deputy Headmaster/Head of Pre-prep)      Date:.....