



Visitor Policy

DRW

Last updated September 2021

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.

## 1. Introduction

- 1.1. Summer Fields often invites speakers from the wider community to give talks to enrich our pupils' experience.
- 1.2. 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.
- 1.3. Both the school and pupils greatly appreciate the time and effort that visitors put in to their contribution to school life.
- 1.4. 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.
- 1.5. This policy should be read in conjunction with the school's Safeguarding Policy.

## 2. Overview

- 1.1. 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.
- 1.2. 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.
- 1.3. This policy has regard to the school's obligations under both Keeping Children Safe in Education and Prevent.
- 1.4. 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 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

- 1.1. All requests for outside visitors 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). Points 1-11 of the Visitor Summary (Appendix 1 to this policy) must be agreed with the Deputy Headmaster or Head of Pre-prep before any visitor may be allowed into the school. Once use of the visitor has been agreed in principle, the member of staff organising the visit will:
  - obtain an outline of what the visitor intends to cover in advance of their visit. In some cases, the school may also request a copy of a presentation in advance of the session to ensure it is appropriate to the age of the pupils participating and does not undermine British values or the ethos and values of the school.
  - 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 wear at all times whilst on the school site.)
  - arrange for the visitor to be supervised by a school employee whilst on the school site and, at no point, for the speaker to be left unsupervised on the school site whilst pupils are present.
  - be present during the visit/talk, and will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values.
  - after the visit, complete section 12 of the "Visitor Summary" document (Appendix 1 to this policy) and forward it to the Deputy Headmaster or Head of Pre-prep (as appropriate).

## APPENDIX 1 - Visitor Summary

	Action	Details
	<b>Details of the arrangements</b>	
1	Name of the staff member responsible for booking the visitor.	
2	Name of visitor.	
3	Visitor contact details.	
4	Date of visit.	
5	Audience details.	
6	Cost? Is it chargeable?	
	<b>Checklist</b>	
7	Details of research undertaken on visitor	
8	Are you satisfied that the content of the visit is not in any way contrary to the school's Equality and Diversity Policy, the ethos of inclusion of the school, British values or any concern in relation to the Prevent Duty?	Yes  No (visitor must not be invited to the school)
9	Will the visitor be left alone with pupils? If yes, complete 10 (below) and inform the DSL.	Yes  No
10	Enhanced DBS certificated details:	DBS number:  Date of issue:  Name of Employer:
11	Name of person responsible for supervising the visitor whilst they are on site.	
12	General comments / review of visit	

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

Date:.....

Countersigned by:..... (Deputy Headmaster)

Date:.....