



## Visitors and Visiting Speakers Policy

Updated: 09-18  
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Authorised by: ROP

**This Policy applies throughout the School from the EYFS to Year 6.**

### **Policy statement**

The Cavendish School welcomes parents, guardians and other guests to visit the School and recognises the important contribution and potential benefits which can result from interactions with visitors. The School is committed to safeguarding the welfare of pupils and staff members, and protecting facilities and equipment from misuse and vandalism.

It is the intention of the School that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises. If visitors (other than contractors and visiting pupils) are in School over lunch time, they will usually be invited to join staff in the dining room for lunch.

The control of visitors is a fundamental part of the School's safeguarding of pupils, staff and property.

This Policy outlines the visitor procedures followed at the School during normal School hours and the special additional procedures that are in place for inviting visiting speakers.

New staff will be made aware of this Policy and familiar with its procedures as part of their induction.

### **Approved visitors/contractors**

There are two categories of visitors/contractors

#### **1. Contractors**

a) Maintenance/servicing contractors. They are not subject to Safer Recruitment checks but they work in specific locations/timescales and are always accompanied.

Maintenance/servicing contractors must be met on arrival by the supervising member of staff.

b) Regular contractors (including extra-curricular club supervisors). These have had Safer Recruitment checks and are on the Single Central Register (SCR). Regular contractors can be unaccompanied on site.

2. Other visitors who are not on the SCR or checked. Other visitors must be accompanied by a member of staff at all times and follow the Visitor Code of Conduct.

The School's visitor management system located in the entrance lobby, on which all visitors must register and log out, contains a webcam which takes an image of the visitor. These images are retained in accordance with our CCTV Policy and data protection law.

The Visitor Code of Conduct applies to all visitors to the School. It is displayed outside the School Office and emailed in advance to visiting speakers who are required to sign a copy which is retained by the HR & Compliance Officer.

### **Visitor Code of Conduct**

1. On arrival on the School site, visitors must register at the School Office giving their name, organization and purpose of the visit and provide photographic I.D. to the School Office staff
2. Visitors will be given an identification badge. School Office staff will bring the School's emergency evacuation procedures to the visitor's attention
3. Visitors must wear this identification badge in order that it can be seen at all times during their visit
4. Visitors must be accompanied by a staff member throughout their visit
5. Visitors must leave the School via the School Office and sign out
6. If visitors notice any unsafe or inappropriate behaviour or health and safety issues they must report them to the School Office
7. Visitors must take reasonable care of their own health and safety and that of others at the School
8. Visitors may only use staff cloakrooms in School
9. Visitors must not reveal to anybody outside School personal information they may learn in the course of their visit
10. Visitors undertake that they will abide by the School's equality commitments, that they must make no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs and must not introduce extremist material into the School
11. Should there be a fire evacuation, a member of staff will accompany visitors out of the building and to the visitor assembly point
12. Visitors must observe the School's no smoking policy (including e-cigarettes) on all School premises
13. Visitors must not take photographs which include pupils or members of staff

### **Parents attending School events**

Generally parents attending the School are treated in the same way as any other visitor and are subject to the terms of this Policy.

However, the School recognises that it is not practical or desirable for parents to have to follow the strict visitor registration arrangements and for them to be accompanied at all times when attending ad hoc events (such as School assemblies, concerts, productions or sports fixtures).

Parents will, however, be expected to adhere to points 6 to 11 of the Visitor Code of Conduct at all times and to comply with the School's Taking, Storing and Using Images of Children Policy, a copy of which is available on the School website.

Parents who are attending the School as visiting speakers must on such occasions adhere to all points of the Visitor Code of Conduct.

### **Work experience Students**

Students on work experience should register at the School Office to ensure they are included in emergency evacuation arrangements. They are accompanied by a member of staff at all times.

## **Visiting pupils**

Pupils from other schools may visit the School from time to time (e.g. for sports fixtures, competitions, etc.). If visiting pupils are accompanied by a member of staff from that school, that member of staff is responsible for the behaviour of those pupils.

If pupils from other schools visit the School without accompaniment, parents must complete a medical form and the pupils are in the care of School staff. The pupils should register at the School Office to ensure they are included in emergency evacuation arrangements.

## **Contractors**

Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor and in the manner set out in the School's Contractor Policy. Any refusal to adhere to the terms of this Policy will be reported immediately to the Bursar.

## **Unknown/uninvited visitors**

Any visitor to the School site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the School site. Staff should not put themselves at risk.

They should then be escorted to the School Office to register and be issued with an identification badge.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Management Team informed. The Senior Management Team member 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 School site immediately and warned that if they fail to leave the School site, police assistance will be sought.

The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

## **Governors and volunteers**

All Governors and volunteers must comply with the relevant Safer Recruitment procedures. NB: Governors and volunteers should register and log out at the School Office.

New Governors will be made aware of this Policy and familiar with its procedures as part of their induction. This is the responsibility of the Bursar and Chair of Governors.

New volunteers will be asked to comply with this Policy by the staff they first report to when coming into School for an activity. There is a separate vetting process for Library volunteers, since they are alone with pupils, administered by the HR & Compliance Officer.

## **Visitors' departure from the School**

On departing the School, visitors must leave via the School Office and ensure they are logged out.

## **Visiting speakers**

The School has a long tradition of visiting speakers who give excellent talks, presentations and demonstrations to pupils. These visiting speakers enhance the intellectual life of the School. We are proud of our tradition of appropriate visiting speakers for assemblies, class talks and for events such as Science Week.

The *Revised Prevent Duty Guidance for England and Wales* (July 2015) requires the School to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism (the Prevent Duty). Radicalisation is the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. In compliance with our Prevent Duty the School has established a clear protocol for ensuring that any visiting speakers are suitable and appropriately supervised.

The School's responsibility to pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

All visiting speakers will be subject to the School's Visitor Code of Conduct set out in this Policy. In advance of the visit, a copy of the Visitor Code of Conduct is emailed to visiting speakers for them to sign. The signed copy is retained by the HR & Compliance Officer.

## **Protocol**

This protocol applies even where the visiting speaker is a parent.

All requests for outside speakers (be this from staff or pupils) must firstly be discussed with the Headteacher.

When a visiting speaker visit is arranged, a checklist in the form of the Appendix hereto should be completed by the member of staff organising the visit.

The School will undertake a risk assessment before agreeing to a visiting speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on the visiting speaker and/or their organization, as appropriate, which may include internet searches and/or contacting other schools where the proposed visiting speaker has spoken previously. A record of these checks is kept. Once a speaker has visited the School, future checks should be proportionate.

Although it is not always possible, it is prudent to invite speakers from an established organization, company, charity or other group whose aims are well-documented.

Talks and presentations should not be used to raise funds without the prior written permission of the Headteacher.

The School will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

The School will obtain an outline of what the visiting speaker intends to cover in advance of the visit. Staff should ensure that they allow time for this. The School will also request a copy of the visiting speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils who will be in attendance and does not undermine fundamental British values or the ethos and values of the School. Visiting speakers must not use their own USBs or other external devices. PowerPoint presentations or other electronic media must be emailed to the School in advance so that they are screened by our anti-virus software.

All visiting speakers will be required to bring proof of ID. It is the responsibility of the supervising member of staff to check the ID and to supervise the speaker at all times.

A member of School staff will be present during the visit/talk and will monitor what is being said to ensure that it aligns with the values of the School and fundamental British values. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that School staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Headteacher as soon as reasonably practicable after the talk/visit.

If a visiting speaker is carrying out other duties for the School, on a paid or unpaid basis, then they are likely to be categorised either as staff or as a volunteer. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers. All visiting speakers, other than parents in a visiting speaker capacity, are recorded on the Single Central Register.

In fulfilling its Prevent Duty obligations the School will not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender identification, marital or civil partner status, disability or age.

The School will keep a formal register of visiting speakers. Any information gathered will be processed and retained in accordance with the School's Privacy Notice and data protection law<sup>1</sup>.

### **Linked Policies**

- CCTV Policy
- Code of Conduct for Adults in Supervision of Cavendish School Pupils Who Are Not Employees of the School
- Equal Opportunities Policy
- Lockdown Policy
- Prevent Policy
- Privacy Notice
- Safeguarding and Child Protection Policy
- Safeguarding Information for Volunteers and Visiting Speakers
- Taking, Storing and Using Images of Pupils Policy

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<sup>1</sup> General Data Protection Regulation (EU 2016/679), the UK Data Protection Act 2018 and related legislation, The Privacy and Electronic Communications Regulations 2003 and the Protection of Freedoms Act 2012.

**APPENDIX 1**

**VISITING SPEAKER CHECKLIST**

Staff member organizing visit	
Name of speaker	
Speaker title/role	
Speaker's organization	
Speaker's contact details	
Link to School	
Topic/reason for visit	
Venue	
Date and time of visit	
Year groups attending	
List checks made	
Visitor Code of Conduct sent to speaker?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Visitor made aware of School's Safeguarding Policy	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Presentation media emailed in advance? NB: no visiting speaker USBs or other external devices to be used	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Presentation media previewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Content in keeping with the ethos of the School, the School's Equal Opportunities Policy, fundamental British values and the Prevent Duty?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if No refer to DSL)
Parents attending? Names	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will staff be present throughout the visit	Yes <input type="checkbox"/> No <input type="checkbox"/>
ID checked on arrival – DBS & relevant documentation e.g. passport/driving licence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Checked & approved by:  _____	Date:  _____

Please complete before the visit and send to ROP (if EYFS, also copy ISB) for visitor check to be completed.

## APPENDIX 2

### VISITING SPEAKER EVALUATION FORM

Staff member organizing visit	
Name of speaker	
Speaker title/role	
Topic/reason for visit	
Date and time of visit	
Year groups attending	
Was content in keeping with the ethos of the School, the School's Equal Opportunities Policy, fundamental British values and the Prevent Duty?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No above, was the talk or presentation interrupted or stopped?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were there any other contentious subject areas or comments	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the speaker recommended for booking again	Yes <input type="checkbox"/> No <input type="checkbox"/>
Checked & approved by:  _____	Date:  _____

Please complete after the visit and send to ROP (if EYFS, also copy ISB) for evaluation to be signed off.