

BILLINGHAY CHURCH OF ENGLAND PRIMARY SCHOOL
VISITORS POLICY
July 2024

1. Aims of this Policy

- To have in place a clear protocol and procedure which is understood and implemented by all staff, governors, visitors and parents.
- We welcome visitors from the local community and from a variety of outside agencies to promote and enhance the learning experience offered at school.

2 . Why we use outside visitors in school

The use of visitors to support pupil learning has the potential to be very effective. Visitors bring into the classroom a wealth of experiences, expertise, different approaches or viewpoints to complement the work of the teaching staff. However, teachers need to manage the involvement of visitors to make sure that their input will support the achievement of learning objectives and that pupils are offered balanced views about a particular subject. For contributions to be successful for all involved there needs to be a clear shared understanding of the learning objectives for the session and the needs of the children taking part. The different roles that people carry and the contributions they make to pupil learning need to be clearly identified.

Visitors can enhance learning because they are able to:

- Bring a depth of experience and subject knowledge that would not otherwise be possible;
- Put across an argument or point of view that teachers may not be able to articulate;
- Act as positive role models and counter stereotypical images;
- On some subjects, carry more credibility than teaching staff;
- Provide a varied and alternative learning experience for young people;
- Raise young people's awareness of the community in which they live and of the wider world outside of our local community raising awareness of future life opportunities;
- Give local services and agencies a "human face" and a higher profile.

3. Visitors who work within the school

A wide range of visitors are invited into school to contribute in a variety of ways. These include:

- members of the local clergy;
- health professionals;
- musicians/ story tellers;
- people with particular expertise, experience or knowledge;
- theatre groups;
- police officers/ Police Community Support Officer (PCSO);
- parents/volunteers;
- school Governors;
- members of the local community e.g. local residents;
- sports professional/teacher;
- IT technician;
- teachers from other schools.

4. Planning for Involving Visitors in School

All visits by visitors to our school should be carefully planned by the member of staff coordinating. Each stage of the visit, as outlined below, should be considered.

A. Before the visit, the coordinating member of staff should consider:

- Why is this visitor being asked into school?
- Does the visitor come with any recommendations?
- Has the school used this visitor before?
- What experience has this visitor of working with this age group?
- Have parents been informed of the session (if appropriate)?
- How will you ensure that pupils are hearing a balance of opinions about the topic/issue?
- Has a risk assessment been performed?
- Does the capacity in which the visitor is being invited into school require a DBS (Disclosure and Barring Service) check?

Please see Section 6 below regarding DBS checks required for visitors. Any member of staff planning a visit by a visitor who is unsure should consult the Headteacher or in his absence the Assistant Headteacher and Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges DfE.

At school we promote the fundamental values of democracy, rule of law, individual liberty and mutual respect and tolerance and aim to build pupils resilience to radicalisation by promoting British Values and enabling pupils to challenge extremist views. School will carry out a risk assessment on the suitability of visiting speakers as they see fit. See below.

B. The coordinating member of staff should ensure that the visitor is adequately prepared in advance, by giving consideration to the following:

- Is the visitor aware of the context of the contributions they have been asked to make?
- Has the visitor identified the intended learning outcomes for their input?
- Have the resources and materials been reviewed for appropriateness and the maturity of the pupils?
- Is the visitor aware of the aims of their visit?
- Has the visitor been made aware of the school ethos?
- Is the visitor aware of the ability and maturity level of the children they will be working with? Have any particular needs within the class been discussed?
- Will the visitor make a pre visit to the school?
- Are the school's legal responsibilities to the children and young people being met?
- Is the visitor aware of any risks to health and safety?

C. During the visit:

- Will the school be able to respond appropriately to questions or incidents that may arise after the visitor has left?
- How will the teacher support the visitor in this work?
- Will a member of the school staff be present during the session? A member of school staff must accompany any visitor to the school such as a visiting author where a DBS check is not required to be obtained, or when the visitor is unfamiliar to the school, or when the visit is of a sensitive nature.

D. After the visit has taken place, the coordinating member of staff should evaluate the effectiveness of the visitor's involvement and how this might inform future work. This may involve consideration of the following depending on the nature of the visit.

- What was the children's response to the session(s)?
- Have the learning outcomes been achieved?

- What went particularly well in the session(s)?
- Which parts (if any) of the session were not successful?
- Were the resources and materials used appropriate?
- In what ways do you think that the session(s) could be improved?
- Are there any issues from this session that you think need addressing further?

Teacher involvement in the session

It is vital that the teacher is present during any session with an outside visitor as indicated above but his/her degree of involvement will vary and should be negotiated with the visitor beforehand. The teacher needs to be present so that she/he knows exactly what has happened during the session. This will ensure continuity with the rest of the programme as well as understanding any issues relating to the visitor's session that may arise later. Issues may be raised during the session that the visitor may not be able to deal with or may not be the appropriate person to deal with the issue.

Risk Assessments and Relevant Training and Qualification

Risk assessments will be obtained or completed for any activities involving visitors which may require this. Risk assessments will clearly outline the school's role and responsibilities and the role and responsibilities of the person or provider. Visitors may be expected to provide evidence of relevant training and qualifications.

5. General Procedures

- The school office staff must be informed of all pre arranged visitors to school including the names of the visitor, their companies and approximate time of arrival. This is the responsibility of the member of staff coordinating the visit and they must also record this in the school diary.
- It is the policy of the school to require all school visitors to report to the school's office upon entering the school premises. All visitors will sound the buzzer and communicate with a member of staff their business. They will be asked to state the purpose of their visit, who has invited them, and to confirm their status by producing verifiable documentation. If there is any doubt as to the authenticity of this information they will not be allowed entrance to the building and will be asked to leave. This also applies if they refuse to comply with the above. The Headteacher, or in his absence the Assistant Headteacher will be informed. They may contact the authorities if they deem this necessary.
- Following verification, the visitor will be required to enter details into the ipad on the Sign In app.
- All visitors will be made aware of the Information if they have a concern with regard to Safeguarding sheet and fire procedures when signing in. They will be asked to acknowledge that they have read and understood the contents of these documents on the Sign In app.
- He/she will then be given a lanyard which must be worn by the visitor at all times around their neck. The visitor must be escorted to the person who he/she is due to visit. All visitors moving around the school site must wear their lanyard throughout their visit.
- Pupils are encouraged to report immediately any visitor who is not wearing a lanyard to a member of staff.
- Children are instructed under no circumstances to let a visitor into school, even if they are known to them. They are instructed to fetch a member of staff to deal with the situation.
- All visitors must be made aware of emergency procedures by the member of staff supervising their visit.
- Any visitors on site who are not recognised, or who are not wearing a lanyard should be politely asked their business.
- On departing school, visitors should leave via the school office and:
 - Sign out on the ipad (Sign In app).
 - Return their lanyard to a member of the school admin team at school reception.

- In the event of a fire alarm being sounded, the administrator will ensure that a print out list of any visitors is taken from the ipad using Sign In app and any visitor is checked to ensure that he/she has vacated the building, at the assembly area.

6. Guidance

A) Volunteers

- Under no circumstances should a volunteer in respect of whom no checks been obtained be left unsupervised or allowed to work in regulated activity.
- An activity is regulated in relation to children if as a result of their work they:
 - will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children
 - will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or
 - engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.
 - A regular basis is defined as carried out in school, frequently on 3 days or more in a 30 day period, by the same person engaged in work for or in connection with the purpose of the establishment and it gives the person opportunity, in their work, to have contact with children.
- Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges will be in regulated activity. The school or college should obtain an enhanced DBS certificate (which will include children's barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes children's barred list information). However, schools and colleges may conduct a repeat DBS check (which should include children's barred list information) on any such volunteer should they have concerns.
- Schools and colleges may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers. Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, by another person engaged in regulated activity, is not in regulated activity.
- As a school we will undertake a risk assessment and use our professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so we will consider:
 - the nature of the work with children;
 - what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
 - whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
 - whether the role is eligible for an enhanced DBS check.

B) Contractors

- If the activity is carried out under a contract for the purposes of the school and it provides the opportunity for contact with children then an enhanced DBS certificate (including children's barred list information) must be obtained. If the answer to the above question is no then no DBS check is required and there is no legal entitlement to obtain one.

- Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. School will be responsible for determining the appropriate level of supervision depending on the circumstances.
- Admin staff will always check the identity of contactors and their staff on arrival at school.

C) Governors

- From Sept 16 all Governors must have an enhanced DBS check (which will include a barred list check). Schools should also carry out a section 128 check for school governors, because a person subject to one is disqualified from being a governor.

D) Agency and third-party staff

- Where staff such as educational psychologists, supply teachers, nurses, sports coaches and inspectors are in regulated activity, their DBS disclosure certificates should be obtained by their 'providing' organisation, for example the supply agency, the university, primary care trust, local authority, and so on.
- Schools and colleges must obtain written notification from any agency, or third party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.

E) Trainee Teachers

- Where trainee teachers are fee funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. School will obtain written confirmation from the training provider that these checks have been carried out and that the trainee is judged by the provider to be suitable to work with children. As trainee teachers sometimes undertake regulated activity, an enhanced DBS certificate and barred list check must be obtained when they engage in regulated activity.
- Where applicants for initial teacher training are salaried by the school, the school must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

F) Students on Work Experience

If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. School will request that an enhanced DBS check is carried out by the work experience provider for students on work experience. DBS checks cannot be requested for children/young people under the age of 16.

G) Other Visitors

- As a school we do not have the power to request DBS checks and barred list checks or ask to see DBS certificates for visitors (for example children's relatives other visitors attending sports day). For a visitor such as Indian Experience, who work in schools on a regular basis, the relevant DBS checks are in place and these are asked for when signing in. A member of staff will accompany the visitor to where they are working in school and stay with them. The

class teacher will be present during any session with an outside visitor as in section 4 of this policy.

8. This policy is to be read in conjunction with:

The Safeguarding Policy and Child Protection Policy.

Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges DfE

9. Review

This policy will be reviewed in July 2026.