



SAINT NICHOLAS SCHOOL

VISITOR POLICY



Approved by:	 Headmaster  Chair of Governors	Date: 10/12/2024
Last reviewed on:	New Policy Autumn 2024	
Next review by:	December 2026	

Statement of intent

The visitor policy is for the safety of our pupils and staff, and we ask for co-operation from staff, pupils, parents and visitors.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Prevent Duty
- Safer Recruitment Policy

1. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, on 01279 429910 or by emailing office@saintnicholasschool.net

Visitors are required to sign in on arrival at reception using the online sign in system which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always possible to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff.

Parents are discouraged from visiting the school during school hours unless for a school event, prearranged meeting or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

We reserve the right to refuse entry or terminate a visit at any time.

2. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

Prior to arranging a visit, staff will ensure speakers complete the Visiting Speaker Information form (see Appendix A) to be approved by the Headmaster. The Headmaster will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- The educational value of the visit
- The age appropriateness of what is going to be delivered
- Whether relevant checks will be required
- Whether the visit could bring the school into disrepute
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

Visiting speakers will sign to confirm they have read and agree to abide by the “Guidelines for Visiting Speakers” in reference to the school’s Prevent Duty.

A visitor will require an enhanced DBS check with children’s barred list information if they work in regulated activity.

For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check.

The HR Manager will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Visitors with no DBS will be required to wear a red lanyard and those with an Enhanced DBS with Barred List Checks will be given a green lanyard.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

3. Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception on arrival
- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
- Sign-in using the online sign in system
- Display ID badges provided at all times while on school property
- Sign-out at reception upon departure
- Return ID badges to the receptionist before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, eg a summary of key safeguarding and health and safety information.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures via the visitor leaflet provided on arrival.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

4. Regular visitors

Where someone is a regular visitor to the school, e.g. catering staff, cleaners, peripatetic music teachers, extra-curricular instructors, sports coaches or volunteers, an appropriate level of safeguarding check as outlined in the latest version of Keeping Children Safe in Education will be followed.

This will include either a vetting check confirmation/ letter of assurance provided by their employer that all checks have been completed to the satisfaction of the school or in the absence of such confirmation a full pre-engagement check will be completed by the HR Manager to the same level as an employee pre-employment check.

Volunteers will require an Enhanced DBS with Barred List Check if they are involved in the Friends' Association and will be supervising pupils. Other volunteers, such as readers, are likely to require the same level of DBS check as they will be working one on one with pupils.

The HR Manager must be informed of all new regular visitors in order to advise on and carry out the level of checks required. No visitor will be able to undertake any regulated activity without the prior knowledge of the HR Manager and the completion of the necessary safer recruitment checks.

5. Exceptions

Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (eg the sports field, theatre).

6. Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the Headmaster or member of SLT will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Visitor conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to ban the individual in question.

8. Monitoring and review

This policy will be monitored and reviewed on an annual basis.

Amendments to the policy will be communicated to all relevant stakeholders.

Appendix A

Visiting Speaker information

Name of Speaker	
Date of Proposed Visit	
Name of Contact at Saint Nicholas	
Reason for Visit	
Please outline the information you wish to communicate in your talk to Saint Nicholas School pupils	
Please sign below to confirm: <ol style="list-style-type: none">1. That the information you have provided is true and accurate2. That you agree to the 'Guidelines for Visiting Speakers' overleaf3. That you will bring photo ID (driving licence, passport) with you on the day as proof of your ID. I have read these guidelines and agree to abide by them Visiting speaker's signature Date:	

Please return this form to your contact at Saint Nicholas School as soon as possible

For Saint Nicholas School staff use only:

Signature of Organiser _____

Date: _____

Approved by Head/Deputy Head _____

Date: _____

Guidelines for Visiting Speakers

The School values visits from speakers that enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- The visiting speaker must also abide by the school's equality commitments; that there must not be statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs.