S. Anselm's Prep School Peak District

# Policy Title: Visitor Policy

Policy Category: Parental and External

Policy Number: PE3

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| Policy Owner / Author: | Alison Whawell |
| Approved by: | Head |
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| Version: | 1.0 |
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| Contact for Queries: | |

📌 This document is controlled and reviewed as part of the School's policy management process. Please refer to the school's website or Teams to ensure you are using the most up-to-date version.

Appendix 1. **Information re: Visiting Speaker at S. Anselm's School**

Appendix 2. **Guidelines for Visitors to S. Anselm's**

Appendix 3. **School Site Plan with Fire Assembly Point**

**Contact Number for School Office/ Reception: 01629 812734**

## 1. Policy Aims

1.1. The School has many visitors during the course of a day and it has obligations to fulfil in managing and controlling this aspect of school life.

1.2. The School aims to have procedures in place to enable appropriate individuals to visit the school, while safeguarding the children at the School. In addition, the School aims to have procedures in place with regard to adult members of the families or households of residential staff at the School.

1.3. All staff should be aware of the procedures to be followed in relation to visitors in the School and should complete the Appendix 1 prior to the visit.

1.4. All staff should take responsibility for challenging anyone on school premises who is not accompanied, or who is not identified as an authorised visitor and who they feel should not be on school premises.

1.5. The term visitor within this policy should be taken to include contractors.

1.6. This policy adheres to the philosophy underlying the Equalities Act 2010. The School commits to observing its principles and does not discriminate on any grounds.

1.7. This policy has been supplemented with a **Guidelines for Visitors to S. Anselm's** to be checked and communicated to visitors by office staff and additionally recorded and counter signed by visiting contractors who remain onsite to carry out tasks. (See Appendix 2)

## 2. Procedure - Visitors

2.1. All visitors must follow all school protocols, including signing in at School Office, where they will be provided with a visitor's badge and coloured lanyard and made aware of any planned emergency evacuations. Visitors will be advised to read the notes on the reverse of their visitor's badge.

2.2. Visitors should wait in School Office or in a place they are directed to by Reception/Office staff, until the relevant member of staff arrives to collect them.

2.3. Visitors should be accompanied throughout their visit, unless they are working in an area which is not accessible to pupils, in which case, they may be left to work in the area, provided that the member of staff with responsibility for them checks on them at regular intervals.

2.4. Visitors should use only staff cloakrooms.

2.5. In the event of a fire evacuation members of staff with visitors must ensure that their visitor reaches the appropriate assembly point.

2.6. Where a visitor takes part in the delivery of a lesson or speaks in public they must be supervised by the member of staff with responsibility for the lesson.

2.7. Where staff arrange for visitors to work with pupils, this should be agreed in advance by the Head prior to the visit. Guidance in relation to safeguarding aspects of the visit will be provided by the DSL or Deputy DSL. In the case of individuals who may be requested to visit the School regularly to work with pupils this guidance will include a requirement that a DBS check is completed prior to any un- supervised work with pupils.

2.8. Visitors must comply with the School's online safety policy and must not take any photographs or videos of any pupils during their visit.

2.9. Visitors must sign out at School Office before leaving the site, unless the member of staff concerned has seen them leave the site and then signs them out.

**3. Procedures – Adult member of the families or households of residential staff**

3.1. Every adult member of a household occupying accommodation which is provided as part of an employee's conditions of employment is required to have a DBS Check if over 18 years old. This clearance is required before the accommodation is occupied. In addition, they are required to sign to confirm that they have read and understood this policy.

3.2. All residential employees of the School are required to sign a licence agreement which covers their occupation of the accommodation provided by the School, this agreement includes a requirement that adult members of their family / household comply with the terms in this policy.

3.3. An induction session in Safeguarding for adult members of the households of accommodated staff will be provided by the School.

3.4. All adult members of the households of accommodated staff should be conscious of the fact that they are not School employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible.

3.5. Household members should not enter or attempt to use any of the areas that are designated for day or boarding pupils, nor should they attempt to establish friendships with individual pupils.

3.6. Accommodated staff may also entertain their partners (who do not live full time with them) in their houses or flats during term-time, once they have had a DBS carried out by School; and it is important that

the member of staff ensures that the Head is aware and that their partners are aware of the restrictions which apply because they are staying at a school.

**4. Responsibilities**

4.1. All staff have responsibilities under this policy to ensure that visitors are aware of and adhere to the procedures outlined above.

4.2. Resident staff are responsible for ensuring that adult members of their family or household who are resident with them comply with section 4 above and that guests to their accommodation are made aware of the restrictions which apply because they are visiting school.

**5. Professional Visitors**

5.1 S. Anselm's school will work with social care, the police, health services and any other services to promote the welfare of children and to protect them from harm and access to the school will be made available.

5.2 For visitors in a professional capacity, the school will check ID and be assured that the visitor has appropriate DBS check.

5.3 For visitors from Derbyshire County Council Children's Services, CAFCASS, Derbyshire Healthcare Foundation Trust, Derbyshire Healthcare Services as well as other educational providers, these bodies are responsible for obtaining and scrutinising DBS checks on their staff. The school should not ask to see DBS checks from such employees.

5.4 Other than on very rare occasions, staff from Children's Social Care should always inform the school prior to a visit, ideally visits should be confirmed by email.

5.5 Anyone employed by an organisation to work with children and their families will have photo ID which can be shown on arrival at School. If S. Anselm's school wish to take further action to identify the visitor this should be done with their manager using the visitor's organisation's main telephone number.

**6. Oversight**

Oversight of the Visitor Policy is undertaken by the Senior Leadership Team. The policy will be reviewed by the Designated Safeguarding Lead every two years.

This policy is available to parents of pupils and prospective pupils, on the school website, and on request.

S. Anselm's

# Visiting Speaker Guidance to Staff

Speakers from our wider community are often invited to give talks to 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. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put in to their presentations.

Our responsibility to our students 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 of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The purpose of this guidance is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This guidance was drawn up having had due regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The "Prevent" statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers", DfE, 2023)* (https://www.gov.uk/government/publications/prevent-duty-guidance) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and are appropriately supervised.

This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy which is available on our School website, and applies to the whole School, including EYFS and Boarding.

The protocols are:

• All visiting speakers to have a nominated point of contact at the school (the Organiser)

• The organiser at S. Anselm's must complete the **Information re: Visiting Speaker at S. Anselm's School Form**, (Appendix 1) well in advance of the visit. This should be authorised by the Head or the Bursar and sent to the Compliance Officer in advance of the visit. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.

• The Organiser must send a copy of the **Guidelines for Visiting Speakers** to the speaker in advance of their visit.

• The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable, this to be submitted to the HR & Compliance Officer along with the Visiting Speaker at S. Anselm's School form.

• Staff must inform the Visiting Speaker that the details/ content should be shared with the organisation before the presentation and they must comply with the school's Online Safety and AUP.

• Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.

• The Compliance Officer will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

• Visitors will be asked to provide photo ID upon arrival at School, the organiser should check this and verify the Speaker's identity.

• Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.

• Visitors must not take any photographs or videos of pupils whilst visiting the school.

**• In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.**

• The organiser will conduct a post-event evaluation of how the visit met the needs of our students.

Appendix 1.

S. Anselm's

# Information re: Visiting Speaker at S. Anselm's School

| | |
|---|---|
| Name of Speaker and organisation (if applicable) | |
| Speaker Contact details | |
| Date of proposed visit | |
| Name of person arranging visit | |
| Please give below a brief outline of the information to be communicated in the Speaker's talk to S. Anselm's School pupils: | |
| | |

As the organiser of the Visiting Speaker you will need to sign below to confirm that you have

- Carried out biographical research and attached to this form
- That you have sent the Guidelines for Visiting Speakers to the Speaker well in advance of the visit
- That you will check and verify photographic proof of ID on arrival (or that it has been checked by a member of the Office staff upon arrival).
- That the Visiting Speaker will be accompanied whilst on the site at all times.

| | |
|---|---|
| Organiser's Name | |
| Organiser's Signature | |
| Date | |

| | |
|---|---|
| Approved by Director of Studies or Bursar | |
| Date | |

**In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.**

Appendix 2.

S. Anselm's

# Guidelines for Visitors to S. Anselm's

## Welcome

All visitors should go to the School Office on arrival and sign in the Visitors' Book, showing proof of identity. You will be issued with a visitors' badge which should be worn throughout your visit. A member of staff will accompany you at all times while on the premises. They will be able to answer any questions you may have but please keep this leaflet for future reference in case it should be needed.

When leaving the School please return your visitors' badge to the member of staff hosting you and sign out.

**Contact numbers**

School Office – 01629 812734

## Safeguarding

Safeguarding is fundamental to the ethos of S. Anselm's School and it is committed to safeguarding the welfare of all those who come into contact with it. We expect all our visitors and associates to share this commitment.

***How should I behave towards pupils?***

Please take care to maintain appropriate professional boundaries with pupils and avoid physical contact or being alone or isolated with a pupil. Please do not take any photographs or videos of children whilst on the school site.

***What might I be concerned about?***

Safeguarding guidance highlights that we should be vigilant about the following four categories of significant harm: physical, emotional, sexual abuse and neglect.

Please report any concerns you may have about a child to the member of staff who is accompanying you and ask them to follow the School's Safeguarding procedures. If this is not possible you can contact the Designated Safeguarding Lead or a Deputy directly.

**Alison Whawell (Deputy Head and DSL) – alison.whawell@anselms.co.uk**

**Lisa Donnelly (Head and Deputy DSL) – lisa.donnelly@anselms.co.uk**

**Katie Baldwin (Head of EYS and Deputy DSL) – katie.baldwin@anselms.co.uk**

Further information can be found in the School's Safeguarding Policy on the school website.

## Health and Safety

A safe and healthy environment is provided at S. Anselm's School and the following information is designed to help you understand the measures in place to protect your own health, safety and security while visiting the School.

## Fire Safety

**If you discover a fire**, immediately operate the nearest break-glass fire alarm call point and evacuate the building. Inform your host or any other member of staff of the location of the fire.

**On hearing the fire alarm signal (electronic bell with continuous ring):**

1. Leave the building quickly and calmly by the nearest available exit. Move purposefully but do not run.
2. Go directly to the evacuation assembly point on the Lower Courts along with your host and/or the other occupants evacuating the building. The location of the assembly point is detailed on the School site plan attached as Appendix 3.
3. Do not stop or return to collect personal belongings.
4. Do not take any personal risks or do anything which may put other people at risk.
5. Do not re-enter the building until instructed to do so.

If you require any assistance during an evacuation, please inform your host as soon as possible so that arrangements can be made to help you.

The School operates a No-Smoking Policy which includes the grounds as well as buildings.

## First Aid

We have an appropriate number of first aiders and our arrangement extends to cover visitors as well as staff and pupils. In the event of an injury or if you feel unwell during your visit, contact your host who will obtain first aid assistance and record the incident.

## Parking

Please park in designated parking areas only in the school car park and do not park in a position that could impede access for the emergency services.

**Thank you for your cooperation.**

**Please provide the following documents:**

**One form of photo ID** **Received/ verified**

**I agree to abide by all school policies including Safeguarding and Health and Safety Policies.**

**I understand my responsibility to safeguard children and I am aware I must notify the Head of any circumstances, which affect my ability to affect my suitability for being on the school site.**

**I understand I have a responsibility for my own and others safety while at school.**

**Signed……Date……**
**(Visitor)**

**Signed……Date……**
**(S. Anselm's School)**

Appendix 3

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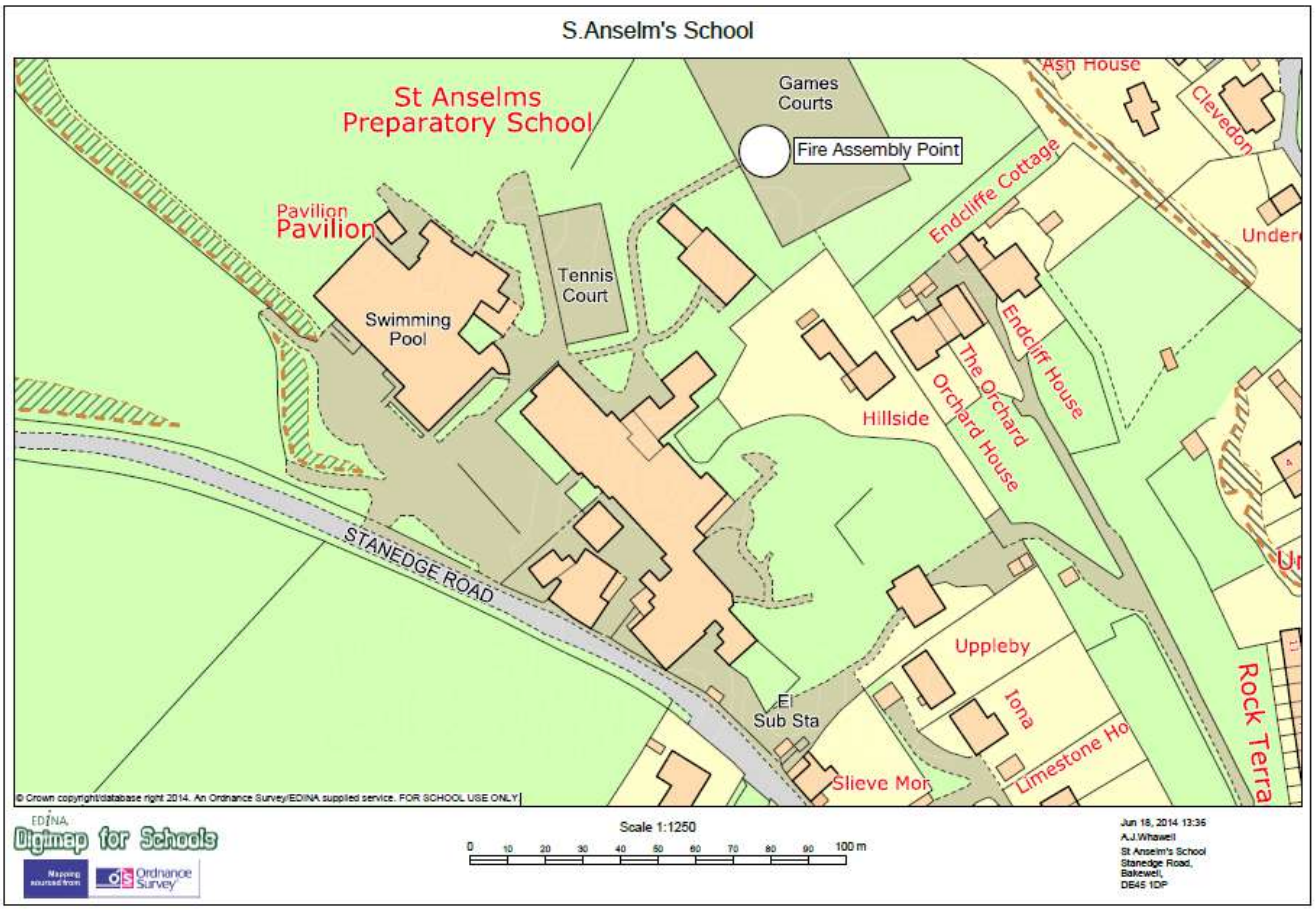
S. Anselm's

## School Site Plan with Fire Assembly Point