

## Visitors and Visiting Speakers Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

## Policy Review Information

Key review dates	By whom	Changes made
Sept 2016 policy written	A Ashcroft	
May 2020	L Perring	Adapted for WPA
Oct 2022	L Basilone	Reviewed and amended to rebrand
Oct 2025	H Robinson	Reviewed and review box moved to start

### 1. Aims

1.1. Visitors are welcome to Wantage Primary Academy. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated.

1.2. Wantage Primary Academy recognises that it is the school's responsibility to ensure that the security and welfare of its pupils are not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

1.3. It is the school's aim to safeguard all children under this responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure that the pupils of Wantage Primary Academy can learn and enjoy in an environment where they are safe from harm.

### 2. Objectives

2.1. Our objective is to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to safeguarding and child protection guidelines.

2.2. The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

2.3. The policy applies equally to:

- All teaching and non-teaching staff employed by the school;
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.);
- All governors and directors of the school;
- All parents/carers;
- All pupils;
- Education personnel (Local Authority staff, Ofsted Inspectors);

- Building and Maintenance Contractors.

2.4. This policy should be read with the following policies: Safeguarding and Child Protection Policy, Keeping Children Safe in Education, DfE Volunteer policy

### **3. Visitors Invited to the School**

3.1. Where possible permission should be granted by the Principal before any visitor is asked to come into school. The Principal should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

3.2. The following procedures are followed:

- All visitors must report to reception first; they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- They should be ready to produce formal identification where appropriate.
- All visitors are asked to sign in using the school's electronic signing in procedure.
- All visitors are required to wear a digitally-printed visitor's badge.
- Visitors are then escorted to the point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children unless full safeguarding checks have been carried out in advance.
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out using the school's procedures and return their identification label to reception.

### **4. Visitors whose Purpose is to Work with Pupils in some Capacity**

4.1. Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or, alternatively, they may be working with a pupil on a one to one basis (e.g. Children's services or health professionals).

4.2. Staff should ensure all normal visitor policy requirements are followed.

4.3. Any visitor, who has not been subjected to full safeguarding checks, must not be alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting by pupils around the premises.

4.4. If a visitor has full safeguarding clearance, they may work with pupils unaccompanied by another member of staff. At times this might be teaching a class or a one to one session. This must be agreed in advance.

4.5. Regular visitors to the school must have DBS clearance.

4.6. Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

## **5. Use of External Agencies and Speakers**

5.1. At Wantage Primary Academy we encourage the use of external visitors and speakers to enrich the experiences of our pupils. However, we positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

5.2. We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We are aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum so we ensure that this work is of benefit to our pupils.

5.3. All external visitors and speakers must read and accept the visitors and visiting speakers' agreement (See Appendix 1).

5.4. At Wantage Primary Academy we assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values;
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals;
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies;
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication;
- Activities are matched to the needs of pupils.

5.5. We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate; we may use external agencies or speakers to facilitate and support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we strive to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age, understanding and ability but also to help pupils develop the critical thinking skills needed to engage in informed debate.

## **6. Unknown/uninvited Visitors to the School**

6.1. Any visitor to the school site who is not wearing a visitor's or identity badge should be challenged politely to enquire who they are and their business on the school site. They

should then be escorted to reception to sign in and be issued with an identity label.

6.2. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal should be informed immediately.

6.3. The Principal will consider the situation and decide if it is necessary to inform the police.

6.4. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

## **7. Responsibilities**

7.1. It is the responsibility of all staff to ensure that this policy is followed.

7.2. As part of their induction, new staff are made aware of this policy and are asked to ensure compliance with its procedures at all times.

## **Appendix 1**

### **Wantage Primary Academy Visitors' and Visiting Speakers' Agreement**

At Wantage Primary Academy we understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our pupils, we expect all visiting speakers to read and adhere to the statements below:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils and are age appropriate.
- Visitors without full safeguarding clearance will also be accompanied by a member of staff at all times