

Visitors and Visiting Speakers Policy



Document Name	Visitors and Visiting Speakers Policy
Version Number	RDOFEB2023
Date	February 2023
Document Owner	Senior Deputy Head
Next Review Date	February 2025

Visitors and Visiting Speakers Policy



Visitors and Visiting Speakers Policy (during normal school hours)

Policy Statement

The Grange School welcomes parents and other guests to visit the School and recognises the important contribution and potential benefits which can result from interactions with visitors. The Grange School is committed to safeguarding the welfare of students and staff members, and protecting its facilities and equipment. 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. The control of visitors is a fundamental part of the School's safeguarding of students, staff and property. This is a whole school policy – including our EYFS setting.

(Appendix 1 of this policy outlines the visitor procedures followed at the School during normal school hours. Appendix 2 of this policy outlines the special additional procedures that are in place for inviting visiting speakers.)

Approved Visitors / Contractors

There are the following categories of visitors / contractors

- **Approved Visitors.** These have had safer recruitment checks and are on the Single Central Register. This means that once they have signed in at reception they can be unaccompanied on site.
- **Contractors Maintenance/Servicing Contractors.** These are on the Approved Contractors Register, they are not subject to safer recruitment checks but they work in specific locations/timescales and are subject to remote supervision. These must be met by the supervising member of staff. Contractors will only be authorised to carry out work (under remote supervision) in the specific locations and at the times agreed between the School and the contractor. Any refusal to adhere to the terms of this policy will be reported immediately to the Head of Estates.
- **Regular Contractors (including extra-curricular clubs).** These have had safer recruitment checks and are on the Single Central Register and the Approved Contractors Register. These can be unaccompanied on site.
- **Other Visitors** who are not on a register or checked; these must be accompanied at all times and follow the Visitor Code of Conduct.

Visitors or contractors that are on either the single central register, or on the Approved Contractor list will wear a green lanyard when onsite. Those who do not will wear a red lanyard, so staff can quickly see if they should be accompanied.

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Visitor Code of Conduct

This Code of Conduct generally applies to all visitors to the School.

1. Wear the school visitors' badge in order that it can be seen at all times during your visit. The appropriate badge will be given to indicate whether a DBS has been seen or not. A red badge is issued if the visitor does not have the DBS documentation and Green if they do.
2. You must be accompanied by a staff member throughout your visit unless you are an approved visitor / contractor authorised to carry out work.
3. You must return the visitors' badge to reception on leaving the school and sign out.
4. If you notice any unsafe or inappropriate behaviour or health and safety issues you must report it to one of the Safeguarding Personnel (as identified on the back of the lanyard and 6 Cardinal Rules document)
5. Take reasonable care of you own health and safety and that of others at the school;
6. You may only use staff/visitors' washrooms in School
7. You must not reveal to anybody outside school, personal information you may learn in the course of your work or visit
8. Should there be a fire evacuation, a member of staff will accompany you out of the building and to the visitor assembly point
9. The School operates a no smoking policy (including e-cigarettes) on all school premises.

Single Central Register of Approved Visitors (Contractors, Volunteers, Peripatetic Teachers, Rowing Coaches)

The School holds a single central register of all staff and approved visitors. This is maintained by Human Resources. The Reception and Admin team at both schools are able to check the register for the status of any visitor. The School also holds a register of approved contractors maintained also by Human Resources. Visitors on this register must follow the Visitor Code of Conduct. A copy of the Approved Contractors register is available at the reception at both schools. The Approved Visitors register (within the Single Central Register) can be consulted on request to Human Resources.

Visiting Pupils

Pupils from other schools will visit The Grange 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 visit the school without accompaniment, parents must complete a medical form and the pupil is in the care of Grange school staff. The pupil should sign in at reception to ensure they are included in emergency evacuation arrangements.

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Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- Enter their departure time in the Visitors' Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to reception.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity 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 reception to sign the Visitors' Book and be issued with an identity badge. The procedures detailed in Appendix 1 will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of JLT/SLT informed. The JLT/SLT 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 site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

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. Please note that during the school day Governors and volunteers should sign in and out using the Visitors' Book. 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 Head and Director of Finance and Operations, endorsed by the Chair of Governors. New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity.

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 registration arrangements and for them to be accompanied at all times when attending ad hoc events (such as School assemblies, music recitals, productions or sports fixtures). Parents will arrive at the side gate and be buzzed through by reception. They will be met on the top car park by a member of the site team who will take them to the sports centre and ask them to sign-in. They will then be led to either the viewing balcony or the Astro-turf.

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Parents from other Schools attending School events (i.e. Sports fixtures)

When a fixture is held at the Senior or Junior School sites after school, access onto the school site will only be granted when the school gates open at the end of the school day. At the Junior School, this access would be only on the relevant fields rather than via the School.

If there is a fixture being held during the School day, visiting parents would be asked to park at the back of the Senior School site and would be 'buzzed' through the gates only after confirming who they are here to support, the time of the fixture, the school and year group they are representing – a note would be made of this information. Parents will arrive at the side gate and be buzzed through by reception. They will be met on the top car park by a member of the site team who will take them to the sports centre and ask them to sign-in. They will then be led to either the viewing balcony or the Astro-turf. There is no equivalent signing in and out procedure for fixtures after school at the Pavilion as this is in a fully supervised and separate area of the school site.

Appendix 1

Visitor Procedures

Visitors to the School may be asked to bring formal photographic identification with them at the time of their visit (unless they are named on the Approved Visitors list or are a visiting pupil).

All visitors must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce photographic identification upon request.
- All visitors will be asked to sign the Visitors' Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and their car registration.
- Reception staff will bring the following to the visitor's attention:
 - Safeguarding information and 6 Cardinal Rules document
 - Information on the visitors pass
 - Emergency evacuation procedures
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.
- All new parents visiting the School are greeted at the door. Their details are checked with those entered in the School calendar. Before being shown around the School they complete the Visitors' Book, are given Visitors' badges and are asked to wait in the entrance foyer until the member of staff meeting them is available.
- Any external contractor coming onto the premises to carry out maintenance or other such activity must have their identification checked by staff and be issued with a visitor's badge. Such visits should be expected and planned in advance whenever possible.
- No visitors should ever go straight to a classroom without seeing a member of the administrative staff first.
- Due to the very short nature of the visit, parents arriving to collect their child during the school day do not need to be signed in, but they must wait in the entrance foyer whilst their child is brought to them.

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- In the unlikely event of staff seeing a visitor in the school without a visitor's badge, the visitor must be challenged and taken to the school office for identity checks to be carried out.
- New staff members will be given clear instructions in ensuring these procedures are followed at all times.

Appendix 2

Visiting Speakers

Visiting speakers enhance the intellectual life of the School and provide stretch, challenge and inspiration for pupils. We are proud to engage with visiting speakers and seek to source high quality and appropriate visiting speakers for assemblies, lectures and specific school events.

The Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) requires The Grange School to have a clear protocol for ensuring that any visiting speakers are suitable and appropriately supervised. The Prevent Duty requires the School to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism.

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. Calls for the death of members of UK armed forces, whether in this country or overseas, are also considered extremist.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School. All visiting speakers will be subject to the School's usual visitors' protocol set out in this document.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. The DSL will be informed every time a visiting speaker comes to school whether these checks have taken place. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out above.

Actions

Any member of staff inviting in a visiting speaker, or overseeing a group of pupils who would like to invite in a visiting speaker, must as a minimum carry out an internet search on the proposed speaker. Pupils may not invite visiting speakers – this must be done through a member of staff. If the internet search reveals information that indicate the speaker presents a risk of radicalisation then the matter must be referred to the School's Prevent Lead who will discuss the proposed invitation with the Head. The Head will ultimately decide if it is appropriate to invite the speaker to attend the School.

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

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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 as either staff or 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. It is only when formal vetting checks are necessary, that they must be recorded on the single central register (SCR). Informal checks on a visiting speaker do not therefore need to be recorded on the SCR.

When a visiting speaker visit is arranged, the event should be entered into the School calendar and the following information should be provided:

- Date
- Name of speaker and Title/Role (e.g. Professor at.../Chief Executive of...)
- Title of talk
- Age range at which the talk is aimed.

If any content of the talk proves highly contentious or falls outside the School's expectations; the member of staff organising the talk must report this to the Head without delay. 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, marital or civil partner status, disability or age.