



# THE LOUGHBOROUGH Schools Foundation

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Policy Title: Guidance on Visitors

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Point of Contact (Reviewer): HR Manager

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## Guidance on Visitors

This guidance is intended to help the Schools manage visitors in a way that ensures the safety of pupils and adults on the campus. The responsibility for this lies with the Governors, Heads and the Chief Operating Officer (COO).

The Heads and the COO are responsible for implementing this guidance and managing visitors to the Schools. The day to day arrangements need to be understood by all staff. All members of staff have a responsibility to ensure that visitors to the Schools are properly welcomed and managed safely within the campuses.

All staff should be made aware of this guidance and that it applies to all visitors equally. It should be used in conjunction with the Child Protection and Safeguarding Policy and Health & Safety Policy. Ideally, the relevant Head and SLT should be aware of visitors in advance, the visits should be planned to ensure they run smoothly taking into account the need to safeguard the pupils, the reputation of the Schools and the visitor.

There are a number of different types of legitimate visitors to the Schools, in each instance, the following guidance should be followed and the necessary action carried out with regard to checks required by HR for Safeguarding Risk Assessments and the Compliance Manager for H&S Risk Assessments;

### Procedure for ALL visitors

- Wherever possible, visits to the Schools should be pre-arranged
- All visitors must report to Reception first and not enter the School via any other entrance
- Visitors must be asked to sign the visitors' book or equivalent such as an electronic recording system
- A Visitor's badge should be worn and displayed prominently
- Visitors should be met by an appropriate member of staff and escorted to their destination as well as escorted off the premises at the end of their visit as appropriate

Type of Visitor	Action required
Visiting Speakers	Speakers invited by a member of staff or have brief contact with pupils/other staff, i.e. to give a talk or presentation in assembly, should be met and escorted at all times by a member of staff.
i.e. Assemblies/Presentations	No further checks will be necessary on these occasions.

### Respect for Fundamental British Values;

Where a speaker is addressing pupils (no matter how big the group), the member of staff responsible for the visit must ensure that the content of the speaker's address meets the requirements of Independent Schools' Standards Regulation Paragraph 5, sections (c) and (d), which precludes the promotion of partisan political views in schools. The aim is not to prevent pupils from being exposed to political views or from discussing political issues in school, but pupils should not, however, be actively encouraged by teachers or others to support particular political viewpoints. In addition, where

political issues are discussed, we have a duty to ensure that a 'balanced presentation of opposing views' is given.

Before booking a visiting speaker, the member of staff must undertake a brief internet search to satisfy him-/herself that there is no history of radicalisation. At this point he/she must seek approval for the speaker from the Deputy Head.

Once approved, the member of staff inviting the visiting speaker must request a briefing by the speaker on the content of the address in advance of the visit (this means at least 24 hours beforehand and may take the form of a phone conversation, or a written abstract or transcript). If in any doubt as to whether there is a risk of failing to meet the school's responsibilities in respect of the Standards above, the member of staff must seek the advice of the Head or a Deputy Head before the visitor's address can go ahead.

If a member of staff feels that a speaker's words are promoting partisan ('extremist') views, he or she must step in to halt the address. If a speaker is unwilling to moderate his or her expression, then the address must be brought to a conclusion.

### **One day workshops**

i.e. Author or Artist

#### **If the visitor is dealing with groups of pupils and there will always be a Teacher present, then;**

- The visitor must provide proof of identity e.g. Passport or Photo Driving Licence to the member of staff
- HR will raise a Safeguarding Risk Assessment to be signed off by the relevant Head

#### **If the visitor's work requires them to work alone with a pupil on a one/one basis, then;**

- Member of staff should obtain written confirmation from the visitor's employer/organisation that they have been DBS checked and cleared.
- Provide HR Department with the person's full name and date of birth. HR will carry out a Barred List Check
- If the visitor subscribes to the DBS Update Service, provide HR Department with the person's full name, date of birth and DBS Certificate Number. HR will carry out a status check.
- HR will raise a Safeguarding Risk Assessment to be signed off by the relevant Head

### **Practical Demonstrations**

i.e. Chemistry demo,  
Drama or Sports activity

#### **If the visitor is carrying out a group practical demonstration, there will always be a Teacher present, then;**

- The member of staff should provide HR Department with the person's full name and date of birth. HR will carry out a Barred List Check
- The member of staff must provide the Compliance Manager with the person's full name and their employer/organisation, a H&S Risk Assessment and Public Liability Insurance document.

## **Multiple Visits**

i.e. Coaches; Sports,  
Chess Club, Ballet etc.

**If the visitor is dealing with groups of pupils and there will always be a Teacher present, then;**

- Provide HR Department with the person's full name and date of birth. HR will carry out a Barred List Check
- HR will raise a Safeguarding Risk Assessment to be signed off by the relevant Head

**If the visitor's work requires them to be with a pupil or pupils, with no Teacher present, before they are permitted to coach, then;**

- They must provide HR with a DBS Certificate
- If the visitor subscribes to the DBS Update Service, provide HR Department with the person's full name, date of birth and DBS Certificate Number. HR will carry out a status check.
- The visitor must provide proof of identity e.g. Passport or Photo Driving Licence to HR
- The member of staff must provide the Compliance Manager with a copy of their Public Liability Insurance document, qualifications and a H&S Risk Assessment

## **Parents**

Parents visiting a member of staff or have brief contact with pupils i.e. to discuss their son/daughter's progress should be met and escorted at all times. No further checks will be necessary on these occasions

## **Parent Helpers**

i.e. assisted reading

**If the parent helper is dealing with groups of pupils/individuals and there will always be a Teacher present, then;**

- The visitor must provide proof of identity e.g. Passport or Photo Driving Licence to HR

## **Second Hand Uniform Shop**

i.e. Parent helpers (with  
no teacher presence)

**Teachers are not present to accompany parent helpers in the second hand shop, therefore;**

- In all cases, a DBS check and Barred List Check should be carried out by HR **before** they are permitted to assist in the second hand shop.
- If the helper subscribes to the DBS Update Service, provide HR Department with the person's full name, date of birth and DBS Certificate Number. HR will carry out a status check.

**In all of the examples given above, the member of staff either organising the visit or who is host for the day must ensure that the visitor knows that he/she must use the Staff Toilets only**