THE STOKE POGES SCHOOL

School Visitors Policy and Visiting Speakers Agreement

Date Approved	September 2025
Recommended Review Period	Biennial
Date for Review	September 2027
Person Responsible for the Policy	Headteacher

This policy should be read with the following policies and guidance:

- The School's Safeguarding and Child Protection Policy
- PREVENT Strategy Children Safe in Education

Introduction

Visitors are welcome to The Stoke Poges School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at The Stoke Poges School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, proprietors, visitors and parents and conform to child protection guidelines.

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.

This policy applies 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 parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to The Stoke Poges School.

Visitors Invited to School

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school.

- All visitors must enter the school via the front reception.
- At the front desk, all visitors must state the purpose of their visit and who has invited them.
- **They should be ready to show formal identification where appropriate.**
- All visitors will be asked to sign into the Visitors book.

- The Receptionist will issue each visitor with a visitor's lanyard and a leaflet containing information about the school's safeguarding procedures. The visitor will be told the procedures to follow in the event of a fire alarm/drill and if they feel unwell.
- The visit organiser will have given a completed 'External Visitors to School Checklist' to the Office Staff in advance and recorded the visit in the school diary.
- The visitor will be shown where the toilet facilities are.
- All mobile phones will be required to be put away.
- The visitor's point of contact will be asked to come to reception to receive the visitor and to ask them to sign the 'Visiting Speakers Agreement'. 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 (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the School Office, sign out of the visitors' book and return their lanyard.

Visitors whose purpose is to work with pupils in some capacity:

- 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).
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.
- If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff. At times this may be teaching a class or a one to one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speaker's agreement.

Use of External Agencies and Speakers

At The Stoke Poges School we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

The Headteacher, Liz Astley is in charge of coordinating and vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker by the person organising the visit, refer to the Office Staff for assistance if required, which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

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 must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' this should be signed on arrival. (see appendix 1).

All information about the visiting speaker and the booking process will be recorded on the 'External visitors to School Checklist'' (see appendix 2).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

Our school will 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 are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

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, and we may use external agencies or speakers to facilitate or support this.

Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitor's lanyard should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the School Office to sign in using the visitors' book and be issued with a visitor's lanyard.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed immediately.
- The Headteacher and/or members of the senior management team will consider the situation and decide if 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.

Staff Development

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

Appendix 1

Visiting Speakers Agreement at The Stoke Poges School

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children 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.
- Visitors will also be accompanied by a member of staff at all times.

Signed:..... Date: .....

External visitors to School

Compulsory Checklist for ALL external visitors to School, To be completed by person responsible for the activity / event

Visitor/s name		
Date/s of visit		
Point of Contact member of staff organising the visit		
If for part of day, please indicate timings		
Contact details address & telephone		
Organisation if applicable		
Identification Visitor must be able to show photo I.D. to reception, either Company ID or Driving Licence	*Seen by School Office: Y / N* *ID Provided:*	
DBS Visitor to show current DBS if having unaccompanied/unsupervised access to children. Certificate number to be taken and recorded by school staff.	*Certificate Seen by school Office: Y/N* *Details recorded (Certificate number) Y/N*	
Purpose of visit List activity / event / content		
Where will the visitor be based		
Visit organiser pls confirm you have entered visit in school diary		
Visit organiser The person responsible must tell the Office in advance via this form, that they are expecting someone and confirm who will greet the visitor and ask them to sign the Visitors Speaker Agreement. They must also tell the visitor that they must bring photo ID to School. It is essential that the organiser ensure that the visitor signs out and returns the lanyard.		
Please indicate how this visitor is known	☐ ☐ ☐ ☐ ☐ ☐	Personal knowledge Recommended by another staff member Established trainer/speaker, etc. Recommended by another body like Bucks CC, or another School New to school *(if so, see next question)* Other. If other, please state below:
If new, what has been your 'due diligence'	☐ ☐ ☐	Website checked Discussed content of talk or presentation with visitor Positive feedback from recommended sources
Method of contact telephone, email, letter…		
Where will the visitor/s park?		
Signed by Head Teacher		

Post Event Evaluation	