

Stockton Wood Primary School

Visitors Policy

2026/27

PK

Stockton Wood Primary School complies with Paragraph 21 of the Ofsted Guidance **'Inspecting arrangements for staff recruitment and vetting'** and intends this Policy to be read together with the school's Safeguarding & Child Protection Policy.

Visitors are welcome at Stockton Wood Primary School and we believe that they contribute to the life and work of our 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 our students 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 is during school time, extracurricular activities or during care time. Stockton Wood wants to ensure that all students can learn, enjoy and benefit from all their experiences in an environment where they are safe from harm. It is the school's objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors, parents and carers and to confirm to Safeguarding & Child Protection guidelines.

Stockton Wood Primary School accepts its responsibility for all students on the school site during normal school hours; organised and supervised after school activities (on or off-site) as well as during care time. This Policy applies to:

· all education, care, domestic, administrative and premises staff including Consultants

· all members of the school's Governing Body

· all external visitors entering the school site during the school day or after school

· all training instructors/speakers

· all parents/carers

· all students

· all Local Authority personnel (Education/Social Care/Health, etc., Ofsted Inspectors, etc

· All building & maintenance contractors Where possible, permission should be granted by the Headteacher (or designate) before any visitor is asked to come into school.

Visitors Invited to Stockton Wood Primary School

When visitors arrive at the school they must park in the designated areas.

- all visitors must ring the doorbell on arrival at the main entrance and must not enter via any other door
- all visitors will be asked, the purpose of their visit and who has invited them
- They should be prepared to show formal identification, if requested

- all visitors will be asked to sign into the electronic signing in system stating their name, the date/time of arrival; their profession/company/family member/Social Worker, etc., who they have come to see and their car registration number, if appropriate
- all visitors will be issued with a Visitors' Lanyard
- all visitors will be shown the location of toilets, etc and where they can safely store their belongings, if needed
- all visitors will 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 (the member(s) of staff) will be responsible for the visitor(s) whilst they are on the school site
- at no point should a visitor be left on their own with a student(s) if the visitor is meeting a member of staff
- on leaving the school, all visitors should leave via Reception, return their visitor's lanyard and sign out the time of leaving

Visitors whose purpose is to work with students

- visitors may work with students in a variety of capacities, e.g. to deliver a lesson (normally supervised by a member of staff); to meet with small groups of students or on a 1:1 basis – children's services or health professionals

- all staff should ensure that all normal visitor policy requirements are followed

- any visitor who is not covered by a DBS check must not be left alone with students at any time. This includes whole class; small group; 1:1 teaching/interview groups or escorting students around the school. If a visitor has DBS clearance, they may work with students unaccompanied by another member of staff. This must be agreed in advance

- regular visitors to the school must have DBS clearance

Use of External Agencies and Speakers

Stockton Wood Primary School will positively vet those external agencies or visiting speakers/trainers who are engaged in providing such learning opportunities or experiences for our students or staff.

Information regarding visits/speakers/trainers, etc., must be given to the Admin. Assistant who will record the date/time/venue of the sessions in the school Calendar. The Bursar,

Headteacher or another member of the Senior Leadership Team will undertake the necessary checks on the suitability of the visitors (including the use of Internet searches or contact other schools or equivalent) if they are unknown to the school. Where possible, Stockton Wood Primary School uses established companies, charities, recognised authorities/agencies/training providers.

The school will make every effort to ensure that any visiting speaker/trainer/agency does not present with any messages that are inconsistent or in complete opposition to our ethos and values. Stockton Wood Primary School is mindful that there may be occasions when the work undertaken by external agencies may not be directly connected to the rest of the school curriculum but will always ensure that the work is of benefit to our students.

All external agencies and speakers will be expected to discuss, in advance, with the staff member responsible for co-ordinating events, about the content of their presentation/session.

All information about the visiting speaker/trainer and the booking process, must be recorded on the 'Risk Assessment for Visiting Speakers/Event Form' attached to this Policy which includes a post event/session evaluation. This section should be completed noting any contentious subject areas or comments and state whether the visitor should be invited again in the future.

Stockton Wood Primary School will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

any messages communicated to students support fundamental British

Values and our school values

- any messages communicated to our students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- any messages communicated to students do not glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies
- activities are properly embedded in the curriculum to avoid contradictory messages or duplication
- activities are matched to the needs of our students.

Within the ethos of the school, the staff at Stockton Wood encourages its students

to understand opposing views and ideologies appropriate to their age,

understanding and abilities; are able to actively engage with them in informed

debate and use external agencies or speakers to facilitate or support this. This

school believes that a broad and balanced curriculum, augmented by the use of

external sources where appropriate, will strive to ensure that our students

recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help students develop critical thinking skills needed to engage in informed debate.

Visiting agencies or speakers will be made aware that their presentation/session will be brought to an early close, if the content proves unsuitable.

Unknown/uninvited visitors to the school

· any visitor to the school site who is not wearing a visitor's lanyard should be challenged politely asking who they are and their business on the school site

· they should be accompanied to the school's Reception

· in the event the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher informed immediately

· the Headteacher and/or members of the Senior Leadership Team 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 school site immediately and warned that if they fail to leave the school grounds, that Police assistance will be called for.

Mobile Phones and Wearable Technology

To safeguard the privacy, safety and wellbeing of all pupils, staff and visitors, the use of mobile phones, smart watches and other wearable technology is restricted while on school premises. Visitors must ensure that mobile phones are switched off or set to silent and kept out of sight during their visit. The use of cameras, video recording, audio recording, live streaming, messaging or social media applications is not permitted unless expressly authorised by the Headteacher or a member of the Senior Leadership Team. Smart watches and other wearable devices with recording, communication or internet capabilities must not be used to capture images, sound or information about pupils, staff or school activities. Any safeguarding concerns relating to the inappropriate use of mobile phones or wearable technology will be addressed immediately and may result in the visitor being asked to leave the site.

Staff Induction

As part of their Induction, new staff should be made aware of this policy and will be asked to comply with its procedures at all times.

STOCKTON WOOD PRIMARY SCHOOL

Visiting speakers/external agencies Agreement & Risk Assessment

Stockton Wood Primary School understands the importance of visitors and external agencies to enrich the experiences of our students.

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

· any messages communicated to the students support fundamental British Values and our school values

· any messages communicated to the students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals

· any messages communicated to the students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies

· activities are properly embedded in the curriculum

· activities are matches to the needs of the students

· visitors will be accompanied by a member of staff at all times.

Signed …… Date ……

PK

Event …….

Speaker ……..

Date of the Event ……

Nature of the Event (talk, demonstration to the students, interactive learning, etc.,)

Outline of the content of the Event

Point of Contact (member of staff organising the Event) ……..

Sign & date to confirm that research has been carried out or that they are known to the school, on the speaker and the organisation they are affiliated to

Signature …… Date ……

Sign & date that the Speaker has signed the Visiting Speakers' Agreement

Signature …… Date ……

Sign & date that the Office has been informed of the Speaker in order that they can be added to the school's Diary

Signature …… Date ……

Sign & date to confirm that you agree to ensure that the Speaker will be accompanied at all times, whilst on the premises

Signature …… Date ……

Agreed by the Headteacher or member of the Senior Leadership Team

Signature …… Date ……

Post Event Evaluation