



# Visitors in School Classrooms, Assemblies and Workshops

This document should be read in conjunction with the following policies:

- Safeguarding Policy
- Keeping Children Safe in Education DfE
- Working Together to Safeguard Children
- PREVENT Strategy HM Gov

## **1. Introduction**

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

It is our aim to safeguard all children under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate goal is to ensure the pupils of Red Oaks Primary School can learn and enjoy extra-curricular activities 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, governors, visitors and parents and which conforms 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, after school activities and on organised off-site activities.

This information 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 sports coaches, topic related visitors, authors, artists etc.)
- All LGC (Local Governance Committee) members of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors, supply teachers)
- Building and maintenance contractors
- Access to work Interpreters for deaf staff

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

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

All visitors to the school must adhere to the following steps:

- Report to reception via the main school entrance – visitors must not enter the building via any other entrance.
- At reception all visitors must state who they have been invited by and the purpose of their visit. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to read the Fire Information poster, the Safeguarding Guidelines for Visitors leaflet, the Information for Visitors leaflet and then sign in using iPad sign in system. By signing in all visitors are stating that they have read and understood these documents.
- All visitors must wear a visitor's sticker and sign in using our electronic system.
- Visitors will be escorted to their point of contact or their point of contact will be asked to come and collect them from reception. The contact will be responsible for the visitor whilst they are on site.
- If the visitor is meeting with a member of staff they will not be left alone with children at any point unless we have evidence of a DBS check.
- In the event of a fire alarm/drill the visitor will be escorted to the assembly point in the MUGA (multi-use games area).
- Upon leaving the school site, visitors should leave via reception, sign out using the electronic system and remove their visitor's sticker or lanyard.

### **Visitors whose purpose is to work with Pupils:**

- Visitors may work with pupils in a variety of capacities in 1:1 or 1:small group sessions (e.g. intervention work, health professionals, Children's Services).
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class, small group and 1:1 work.
- Visitors who do have a DBS clearance may work with pupils unaccompanied by another member of staff. This may be whole class, small group or 1:1 work.
- Regular visitors to the school must have a DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speaker's policy.

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

At Red Oaks Primary School, we encourage the use of external agencies and speakers to enrich the experiences of our learners. However, we have a responsibility to vet these external agencies and speakers who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we use agencies and speakers that are consistent with and reinforce our school's values and ethos.

All external agencies and speakers must read the Visiting Speakers Agreement (Appendix 1).

We will assess the suitability and effectiveness of input from external agencies and individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values as well as 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 message 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.
- Activities are matched to the needs of the students.

We recognise 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 will strive to ensure our students recognise risk and build resilience to manage any such risk to themselves where appropriate to their age and ability. We will also help pupils to develop the critical thinking skills needed to engage in informed debate.

#### **4. Unknown/Uninvited Visitors to the School**

- Any visitor to the site who is not wearing a visitor's sticker will be challenged politely to ascertain who they are and what their business on the school site is.
- They will then be escorted to reception to sign the visitors' book and be issued with a visitor's sticker.
- In the event that the visitor refuses to comply, they will be asked to leave the site immediately and the Headteacher (or Deputy Headteacher in their absence) will be informed straight away.
- The headteacher will consider the situation and decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes aggressive or abusive, they will be asked to leave the site immediately and warned that if they fail to leave the police will be called.

#### **5. Red Oaks LGC Members**

- All LGC members have DBS clearance.
- LGC members should sign in and out using the visitor's book.
- LGC should wear visitor stickers at all times when on the school site.
- New LGC members will be made aware of the policy and familiar with its procedures as part of their induction.

#### **6. Staff Development**

New staff will be made aware of this guidance as part of their induction. They will be asked to ensure compliance with its procedures at all times.

**To be reviewed September 2026.**

## **Appendix 1**

### **Red Oaks Primary School**

#### **Visiting Speakers Agreement**

At Red Oaks Primary School we understand the importance of visitors and external agencies to enrich the experiences of our learners.

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.
- Activities are match to the needs of pupils.
- Visitors will be accompanied by a member of staff at all times.

# A Warm Welcome to our School



## Visitor Information

All staff at Red Oaks Primary School wear photo identification cards so that they are clearly identifiable.

As part of our safer culture, to ensure both your safety and that of our children, we request that **all** visitors to the school follow the school protocol by: -

1. Signing in on the iPad on arrival at Reception.
2. Obtaining and wearing a 'Visitor' sticker/badge.
3. Being escorted to their destination by a member of staff.
4. Not using mobile phones to call, text, email or take photos.
5. Making themselves aware of the Emergency Evacuation Procedures displayed on the reception desk.
6. Returning their Visitor sticker/badge when leaving the school and signing out on the iPad, before a member of staff lets them out of the building.

Thank you on behalf of the staff and pupils of Red Oaks for your co-operation.

***Red Oaks Primary School is strongly committed to protecting and safeguarding children and expects all staff and volunteers to embrace this commitment.***

## Appendix 3



### Red Oaks Primary School

### Information for External Staff and Visitors



Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to demonstrably share this commitment. Contained in this leaflet is information about The Park Academies Trust child protection and safeguarding procedures and guidance on what you should do if you have any concerns.

#### **Signing in and out**

Please sign in at reception on arrival to any TPAT school. Please wear your badge at all times to avoid being challenged by staff or children. It is important that you remain with your host at all times unless we confirm we have had prior DBS clearance for you. If you have a red lanyard, you must be accompanied by TPAT staff at all times. On departure, please sign out and return your badge if required.



#### **Keeping everyone safe**

Our main priority is to ensure that everyone who visits a TPAT school is aware of their responsibilities towards making sure all young people are safe.

As an external member of staff, please remember the following:

- If you are working in a 1:1 situation with a child, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any child.
- You must never exchange personal contact details with a child or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.
- Please turn your mobile phone off when entering the school building and keep it in a bag or coat pocket

### Safeguarding Children

As a member of staff working in a TPAT School, it is important that you are aware of our safeguarding procedures. It is **your responsibility** to report any concerns about a child to the safeguarding team of the individual school.

If you have any concerns about the actions of an adult either something you have seen or heard directly; or indirectly, then please:

If you have concerns about another adult in school – speak directly to the Head Teacher.



Becky Taylor – DSL



Eirian Painter – Head Teacher



James Lee – Deputy Head



Sara Smith – SENDCO & Assistant Head

If you have concerns about the Headteacher, then contact Rachel Surch (The Park Academies Trust Primary Executive Head Teacher)

[SurchR@theparkacademiestrust.com](mailto:SurchR@theparkacademiestrust.com)



If you have concerns about Rachel Surch, then contact Gemma Piper (The Park Academies Trust CEO)

[PiperG@theparkacademiestrust.com](mailto:PiperG@theparkacademiestrust.com)



### Disclosure by a child

If a child discloses information to you that concerns you, you should:

- Listen
- Tell the child that you need to tell someone else—you cannot promise confidentiality.
- Make accurate notes of what has been said by the child and pass this immediately to the Safeguarding Team

**If you have a safeguarding concern, it is your responsibility to report it to a member of the safeguarding team.**