

# Visitors and Visiting Speakers Policy



THE GRANGE  
SCHOOL

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# Visitors and Visiting Speakers Policy



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## **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 in 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 of The Grange School and Chief Operating Officer, 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).

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## **Parents attending the Senior School for Fixtures**

The PE department have a list of volunteer parents who have had safer recruitment checks and are on the Single Central Register. They will liaise with them to ensure they can attend the fixture. If they cannot, parents from either team will not be allowed to attend the fixture. If they can attend, they will meet all parents in reception 15 mins before the fixture begins. These parents will sign in to school and then the parent will escort them through school to watch the fixture. Spectators will be told to stay within a fixed area and the volunteer parents will monitor other parents are adhering to this request. After the fixture, the volunteer parent will guide the spectators back to reception to leave the school site. See Appendix 3.

## **Parents attending the Pavilion for Sport Fixtures**

The fixture will be roped off by the site team to make a clear separation between students taking part in Games lessons and the sports fixture taking place. There will be signage on display in the pavilion indicating when parents cannot enter due to students getting changed. Staff teaching the Games lesson will ensure that visitors and students are kept separate. See Appendix 4.

## **Parents attending the Junior School for Fixtures**

In the event of a fixture at the Junior School the following procedures and protective factors will be put in place:

All parents (both Grange and visiting school) use the Tractor Gate at the side of school to access the playing fields and netball courts. All doors into the Junior School building will be closed and secure, with the exception of the changing room doors. These doors will be accessible to the children and staff only. These doors will be clearly marked with signage to reflect this. Children can only go into the changing rooms in a minimum of pairs.

All parents needing to use the facilities will enter the building through the main entrance via the School Office.

All parents (both Grange and visiting school) will leave via the Tractor Gate. Collection of Grange children will be from the front playground and will be dismissed by Grange Staff.

All staff to be vigilant of any non DBS checked members of the public alone with students other than their own.

Any concerns to be shared with the appropriate designated safeguarding lead (or deputy).

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## 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.
- 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.

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- 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 2023 (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.

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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.

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.

## Appendix 3

### **Safeguarding Process at The Grange Senior School Sports Centre for fixtures during the school day**

This protocol is in place to ensure that suitable safeguarding procedures are in place to allow parents on site at the senior school sports centre to watch sporting fixtures.

The school day, where students can be on any of The Grange school sites, is from 7:30am to 6:00pm Monday – Friday. This protocol is not in place for weekend fixtures as it does not involve large numbers of students in school lessons.

When a fixture takes place at the pavilion between 12:00pm – 3:50pm the following measures must be in place:

- All parents, home and away, must arrive at the senior school reception 15 minutes before the fixture is to begin. This will be advertised on SOCs by the PE staff. If



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parents arrive late, they will not be able to get to the Sports Centre to watch the fixture.

- There will be no toilet facilities available to parents during the fixture.
- The bottom corridor by the changing rooms is strictly out of bounds.
- Parents watching a fixture in the Sports Centre will be taken to the balcony to watch the game and must remain in this area.
- Parents watching a fixture on the astro pitch or multi use games area will observe from the orange marked areas below –



- All staff to be vigilant of any non-DBS checked members of the public alone with students other than their own.
- Any concerns to be shared with the appropriate designated safeguarding lead.

Any fixtures earlier or later than the times above, PE staff will risk assess whether the process above can be adapted. If it cannot, then they must make it clear to parents with plenty of notice that they cannot attend.

## Appendix 4

### Safeguarding Process at The Grange Pavilion for Fixtures during the school day

This protocol is in place to ensure that suitable safeguarding procedures are in place to allow parents on site at the pavilion to watch sporting fixtures. It has been created since PE/Games lessons can now happen at the pavilion during the school day with the new timetable introduced in September 2024. This potentially means that members of the public who are not DBS checked can access students whilst in school.

The school day, where students can be on any of The Grange school sites, is from 7:30am to 6:00pm, Monday – Friday. This protocol is not in place for weekend fixtures as it does not involve large numbers of students in school lessons.

When a fixture takes place at the pavilion between 12:00 – 3:50 pm the following measures must be in place:

- No parents are able to access the pavilion building between 1:40pm – 2:00 pm. This is the main period where students are getting changed in the changing rooms.
- On occasions where the changing time differs, PE staff must take responsibility to ensure parents know the pavilion building is closed and they will stand at the doorway preventing anyone to enter.
- Clear signage will be displayed at the pavilion for parents to know only to use the visitor toilets.
- Visitor toilets will be clearly identified.
- The PE staff and site team must liaise to create a clearly roped off area for parents to watch the fixture. This must be away from the PE/Games lesson.
- When inviting parents to attend a fixture to watch, PE staff must make it clear where the roped area is.
- All staff to be vigilant of any non-DBS checked members of the public alone with students other than their own.
- Any concerns to be shared with the appropriate designated safeguarding lead.

Any fixtures earlier or later than the times above, PE staff will risk assess whether the process above can be adapted. If it cannot, then they must make it clear to parents with plenty of notice that they cannot attend.