



THE SAINTS FEDERATION

Visitor to School Policy

Document Control

Organisation	The Saints' Federation All Saints' C/W Primary School St David's Church in Wales Primary St Mellon's Church in Wales Primary
Title	Visitor to School Policy
Author	School
Owner	Executive Head Teacher and Governing Body
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Revision History

Revision Date	Revision	Previous Version	Description of Revision
May 2026	1.0	N/A	Policy created and signed off
		1.0	

Signed by Chair of Governors on behalf of the Governing Body

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Signed by the Executive Headteacher:

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Date approved: (by full Governing Body)

Date of review:

Introduction

Schools have a legal duty of care for the health, safety, security and wellbeing of their pupils and staff always. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance.

It is the responsibility of the Governing Body and Senior Leaders to ensure that this duty is always uncompromised. At the Saints Federation, all visitors comply with the following policy and procedures.

Policy Responsibility

The Executive Headteacher is responsible for the implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's office and designated Child Protection as appropriate.

Aim

To safeguard all children under our responsibility both during school hours and during out of school activities which are arranged by the school. The aim is to ensure that pupils can learn and enjoy extracurricular experiences in an environment where they are safe from harm.

Objectives

To have in place 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 conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

We are deemed to have control and responsibility for our pupils anywhere on our school site during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff and non-teaching staff employed by the school;
- All external visitors entering the school site during the school day or for after school activities;

- All governors;
- All parents and volunteers;
- All pupils;
- Other Education related personnel (LA Advisory staff, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises; and
- Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures

Visitors to the School

Before a visitor is invited to the school the Executive Headteacher or a member of the Senior Leadership team must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit.

Permission must be granted by a member of the Senior Leadership team before a visitor is asked to come into school.

The Headteacher will advise of the level of supervision and pre visit checks required.

- Visitors must introduce themselves via the intercom before being allowed through the main gate. No visitor is permitted to enter the school via any other entrance.
- At the main entrance, all visitors must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff.
- All visitors will be asked to sign in on the iPad which is always kept in the reception area at the main entrance.
- All visitors, including contractors will be required to wear an identification badge.
- When the alarm sounds all staff will immediately escort their visitors to the assembly point in the playground.
- All visitors must abide by the non-smoking policy throughout the school site.

- All accidents must be reported to the school office where an Accident Report Form can be completed.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the main entrance to receive the visitor. The contact will then be responsible for them while they are on site. External visitors must be accompanied at all times unless they are on the school approved visitors list having been DBS checked.

Visitors Departure from the School

On departing the school, visitors should leave via the main entrance and:

- Enter their departure time on the iPad.
- Return identification badge to reception.
- A member of staff will escort the visitor or watch them on CCTV as they leave the school site (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site. They will then be escorted to reception to sign in on the iPad and be issued with an identity badge.

The procedures under “Visitors to the School” above will then apply. In the event that the visitor refuses to comply, they will be asked to leave the site immediately and the Head (or Senior Leader if neither is available) will be informed promptly.

The Head or Senior Leader 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.

Parent Helpers and Volunteers

Parent helpers and volunteers complete a DBS check (if not already held) via the School office. New volunteers will be asked to comply with this policy by

the staff they first report to as well as the office staff when coming into school for an activity or class supporting role.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to always ensure compliance with its procedures. This policy will be available to all staff and parents on the website and also included as part of the Staff Handbook.

Protocol and Procedures

External Speakers

All schools are required by law to teach a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life.

They must also promote community cohesion. We recognise the important contribution and value that can be gained from allowing visitors and external organisations in to the school to support this.

New Guidance from the Prevent counter Terrorism Strategy which came into effect from July 1st 2015 sets out the responsibilities for 'specified authorities' which includes schools, to have 'due regard to the need to prevent people from being drawn into terrorism'. In fulfilling the new duty, schools are required to demonstrate clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised.

Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.

The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues.

These duties are imposed on maintained schools by sections 406 and 407 of the Education Act 1996. We will make decisions concerning the appropriateness or suitability of external speakers.

On occasion we may be required to vet or undertake background checks for external speakers. If we are having difficulty in this area, then we will contact the LA's Education Welfare Service for advice and support.

Specific guidance for members of staff organising visits from external agencies and speakers:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, the organiser must discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement our planned programmes or schemes of work and are in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.
- Staff must ensure such visitors are aware of the safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments.
- All staff must inform the relevant school staff of the intended visit and remit of the visitor, e.g. Headteacher, office staff.

- Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the pupils are given time to reflect on what they have learned.

External speakers and visitors must ensure that they comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward - or in the manner in which they express these views or ideas - they do not infringe the rights of others, or discriminate against them.

Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals.

It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds. All speakers will be made aware of their responsibility to abide by the law, and the school's various policies, including that:

- They must not contravene fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.
- They must not incite hatred, violence or call for the breaking of the law.
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such act.
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.

If an external speaker or external visitor contravenes this guidance, we reserve the right to immediately shut down an event and to ban that speaker or visitor from the site.

The decision to grant or refuse permission for any speaker ultimately rests with our school.

Prayer Rooms

There is no requirement to offer any separate facilities for religious observance but we recognise that it is good practice to provide a facility that caters for pupils and staff of a particular religion or belief. In doing so we

demonstrate awareness of and respect for the diverse community we serve. All previous advice about external speakers will apply we will ensure that we know what goes on in the prayer space provided. Staff members should always be available to supervise activity in the prayer space.

Local Authority Advice

We will contact the Local Authority's Education Welfare Service or the Channel Team should there be any concerns about external speakers.

The Local Authority will also refer to Cardiff's Prevent Lead if we have any concern about any risks that a speaker may present. We will allow sufficient time for checks to be undertaken.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Cardiff Council DBS Policy

Welsh Government Guidance

Keeping Learners Safe

The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 - Guidance document no: 158/2015

HM Government Guidance

Prevent Duty Guidance: for England and Wales

Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism

Useful Numbers Educational Welfare Service – 029 2233 0754.

EWSreferrals@cardiff.gov.uk Education Safeguarding Team - 029 2053 6490
LLSSafeguardingTeamInformation@cardiff.gov.uk

1. Referral Process There is an online Prevent referral form:
<https://digitalservices.south.wales.police.uk/en/all-wales-prevent-partners-referral-form/>
2. All Wales Partners Prevent Referral Form Document Review Date Spring 2024 Document Review Date Spring 2024 Please use this live link to the form if you have any concerns about possible Prevent issues in your school so that we can find the most appropriate way forward to safeguard the pupil. You will always find this online Prevent referral form link at the bottom of the Prevent team's email signatures. Please also submit a MARF referral at the same time you make a Prevent referral. Submit both forms to their respective contact points, e.g. MARF to CSMASH@cardiff.gov.uk. Once submitted, members from Prevent and MASH teams will decide whether the concern is a Prevent or Safeguarding issue or both. You should be kept updated with the progress of your referral. Please contact the following people if you would like to discuss any possible Prevent concerns.
3. Olwen Evans - Closing the Gap Officer, Ethnic Minority and Traveller Achievement Service (EMTAS), E post/E mail: oevans@caerdydd.gov.uk/ oevans@cardiff.gov.uk , work mobile: 07530133980
Balwinder Sandhu - Closing the Gap Officer ~ Ethnic Minority and Traveller Achievement Service (EMTAS), E post/E mail: BSandhu@caerdydd.gov.uk / BSandhu@cardiff.gov.uk , work mobile: 07815530911

Cardiff Council Prevent Contacts

Stephanie Kendrick-Doyle - Prevent Co-ordinator Stephanie.Kendrick-Doyle@cardiff.gov.uk/ 07779961266

Tom Noaks - Prevent Education Officer Thomas.noaks3@cardiff.gov.uk
07843 381892 Nicola Winstanley - Prevent Project Manager

Nicola.Winstanley@cardiff.gov.uk 07977 061760

Olwen Evans - Closing the Gap Officer, Ethnic Minority and Traveller Achievement Service (EMTAS), oevans@cardiff.gov.uk 07530133980

Balwinder Sandhu - Closing the Gap Officer ~ Ethnic Minority and Traveller