

Visitors and Visiting Speakers Policy

Elm House School welcomes parents, social workers and other guests to visit a Halliwell School and recognises the important contribution and potential benefits which can result from interactions with visitors. Elm House School is committed to safeguarding the welfare of pupils and staff members and protecting facilities and equipment from misuse and vandalism. It is the intention of Elm House 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 Elm House Schools safeguarding of pupils, staff and property.

Appendix 1 of this policy outlines the visitor procedures followed at Elm House 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 three categories of visitors / contractors

1) Approved Visitors These have had safer recruitment checks and are on the Single Central Record and the Approved Visitors List, so they can be unaccompanied on site.

2) Contractors

a) 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.

b) Regular Contractors (including extra-curricular clubs). These have had safer recruitment checks and are on the Single Central Record and the Approved Contractors Register. These can be unaccompanied on site.

3) Other Visitors who are not on a register or checked; these must be accompanied at all times and follow the Visitor Code of Conduct.

Visitor Code of Conduct

This Code of Conduct generally applies to all visitors to the School.

1. You must be accompanied by a staff member throughout your visit unless you are an approved contractor authorised to carry out work (under remote supervision)
2. On leaving Elm House School you must sign out.
3. If you notice any unsafe or inappropriate behaviour or health and safety issues you must report it.
4. Take reasonable care of you own health and safety and that of others at the school
5. You may only use staff cloakrooms
6. You must not reveal to anybody outside school, personal information you may learn in the course of your work or visit

7. Should there be a fire evacuation, a member of staff will accompany you out of the building and to the visitor assembly point
8. Elm House School operates a no smoking policy (including e-cigarettes) on all school premises.

Anti-Radicalisation

Elm House School is fully committed to safeguarding and promoting the welfare of all its pupils. As a school we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. At Elm House School all visits to places and visitors to the school and guest speakers are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

Parents and social workers attending a Halliwell School event.

Generally parents attending Elm House School are treated in the same way as any other visitor and are subject to the terms of this policy. However, Elm House 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. Parents and social workers will, however, be expected to adhere to the Visitors' Code of Conduct at all times.

School's register of Approved Visitors

Elm House School holds a register of approved visitors. Elm House School also holds a register of approved contractors. Visitors on this register must follow the Visitor Code of Conduct.

Contractors will only be authorised to carry out work (under remote supervision) in the specific locations and at the times agreed between Elm House School and the contractor. Any refusal to adhere to the terms of this policy will be reported immediately to the Lead Teacher.

On departing the school, visitors **MUST** leave via the front door and:

- Enter their departure time in the Visitors' Book alongside their arrival entry
- A member of staff should escort the visitor to the school gates.

Unknown/Uninvited Visitors to Elm House School

Any visitor to a Elm House School site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on Elm House School site. Staff should not put themselves at risk. They should

then be escorted to the school office to sign the Visitors' Book. 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 the Lead Teacher informed.

The Lead Teacher 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 Elm House School grounds, police assistance will be called for. Elm House School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on a Elm House School site is abused, threatened or assaulted, or placed in fear for their own safety.

Proprietors and Volunteers

All governors and volunteers must comply with the relevant safer recruitment procedures. Please note that Proprietors and volunteers should sign in and out using the Visitors' Book. New volunteers will be made aware of this policy and familiar with its procedures as part of their induction. New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity.

Date approved: April 2014

Date last reviewed: September 2026

Next review (or before): September 2027

Signed: 

Position: Education Director

Staff Acknowledgement

In signing this document I am confirming I have read the information and have an understanding of the procedures outlined within the information provided.

I have had the opportunity to discuss this document with a Senior Leadership member of staff to gain further clarity.

I also know that if I feel I need further guidance I know I can access through the Head of Education.

School name:

Staff member name:

Position:

Date:

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Appendix 1 Visitor Procedures

Visitors 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 the school office first. No visitor is permitted to enter a Elm House 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 the school office at all times making note of their name, organisation, who they are visiting and their car registration.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office 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. In order to ensure the safety of the children, the entrance to a Elm House School must remain locked at all times.

The Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) require Elm House School to have a clear protocol for ensuring that any visiting speakers, are suitable and appropriately supervised. The Prevent Duty requires Elm House 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. Elm House 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 Elm House 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. Elm House 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. In doing so Elm House 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 indicates 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 of Education. The Head of Education will ultimately decide if it is appropriate to invite the speaker to attend the School. 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.

Date approved: April 2014

Date last reviewed: September 2022

Next review (or before): September 2023

Signed: 

Position: Head of Education

Staff Acknowledgement

In signing this document I am confirming I have read the information and have an understanding of the procedures outlined within the information provided.

I have had the opportunity to discuss this document with a Senior Leadership member of staff to gain further clarity.

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