

Policy Name: Visitors and Visiting Speakers Policy

Policy Number: 3.5

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Table of Contents

1	Introduction	3
2	Scope	3
3	Aims	3
4	Procedure for Visitors	3
5	The Hub	5
6	The Sports Centre and Arts Centre	5
7	Visiting Speakers	6
8	Contractors	6
9	Use of School's IT System and Wi-Fi	6
10	Review Cycle	6
11	References	7
12	Relevant Policies	7
13	Document Change History	7
Appendix 1	Risk Assessment, Signing-in Sheet and Induction form Temporary Contractors/Workers and Visiting Speakers	9

1. Introduction

1.1 It is the intention of Sidcot that every visitor is treated with courtesy and respect, made to feel welcome whilst on the premises whilst also being protected from potential health & safety hazards. It is also the School's intent that every student is kept safe from harm – safeguarding students is everyone's responsibility. This policy is designed to value all visitors whilst simultaneously safeguarding students.

1.2 The School is under a statutory duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions to have "due regard to the need to prevent people from being drawn into terrorism". This policy aims to set out how the School discharges this duty with regard to visitors and visiting speakers.

2. Scope

2.1 This policy is relevant to the whole School community, including the Early Years, Junior School, and Senior School, including boarding, and applies where anyone wishes to introduce a visitor, or visiting speaker to the School. A separate policy applies to adult visitors staying in staff residences attached to boarding houses.

2.2 Where a person is invited on site to undertake work, they are likely to fall within the contractors or temporary worker's category (and should be risk assessed accordingly – please refer to the Supervision of Staff Policy (9.27) and accompanying risk assessment). However, a person coming to the School to provide a quotation or discuss possible future works is likely to fall within the scope of a visitor.

2.3 A separate procedure applies to volunteers and policy 9.14 will apply together with accompanying risk assessment.

2.4 This policy is available on the School's internal website and available free of charge in hard copy form. It may be made available in large print if so required.

3. Aims

3.1 The aims of this policy are to:

- Safeguard the School community,
- Ensure the safety of visitors,
- Discharge the School's duties under Prevent whilst ensuring that all visitors are treated equally irrespective of their age, race, religion or belief, gender, gender reassignment, sexual orientation, pregnancy or maternity, disability or special educational needs,
- Ensure that all staff are aware of the procedures when a visitor is invited on site.
- Ensure all concerns about visitors are reported in line with the Child Protection and Safeguarding Policy.

4. Procedure for Visitors

4.1 **ALL** visitors will be required to adhere to the following procedure at all times:

- Upon arrival, visitors must report to either the Junior or Senior School's Reception. Visitors to the Arts or Sports Centre, sign in at the respective receptions. Contractors generally will report to the Facilities Office in Meeting House Bungalow and on occasion they may report directly to other departments such as Sports Centre or Equestrian Centre.
- State who they are and sign the Visitors' Book and provide a contact number
- Have the signing out procedures clearly explained to them by the reception staff.
- Be issued with, and clearly display at all times, a Sidcot Visitor's Badge during their visit to the School. This does not however apply to the sports centre due to the nature of the activities – visitors are closely supervised.
- Be issued with a visitors' information leaflet (attached to the visitors' badge) which will explain the fire safety and evacuation procedures, facilities and safeguarding matters (amongst other matters).
- Be collected by the staff member that they are visiting.
- Be accompanied by a member of staff at all times and be the responsibility of that member of staff whilst on the school premises, supervised in line with outcomes of the risk assessment.
- Where a visitor is not in regulated activity and does not have relevant safeguarding checks, they must not be left unsupervised with pupils
- Visitors attending an Open Mornings are not issued with visitor badges but all their details are taken and kept by the admissions team. Whilst on site, open morning visitors are closely monitored by school staff and per the risk assessment.
- Visitors attending school events such as drama productions, music concerts and parents evenings are closely monitored by staff as per the risk assessments.

4.2 Visitors outside of office hours are expected to be by appointment only and appropriate reception arrangements must be made by the House on Duty or Teacher on Duty.

4.3 Staff admitting a visitor must:

- Notify Reception that a visitor is expected with details of date and time prior to their arrival;
- Arrange to meet the visitor at reception and accompany them at all times during their visit;
- Ensure students are not left alone with visitors unless the students are also classed as an 'employee' and appropriate safeguarding checks have been completed.

Ensure their visitor signs out on departure and take responsibility for the movement of the visitor during their time on the school premises.

4.4 **All staff in dealing with visitors on campus must understand that they are, by admitting a visitor through any door other than the main door to the School and directing the visitor to Reception, taking personal responsibility for ensuring that the visitor's details are recorded in the visitors' book. Particular attention must be paid to this rule if the visitor is not personally known to that member of staff.**

4.5 Notwithstanding the above; staff may enter details for a visitor if they know the visitor and their stated purpose to the School to be correct.

4.6 If the visitor is not recognised, and the purpose of their business is unknown to the member of staff, they will:

- Establish the identity of the visitor (if appropriate by asking for identification)
- Escort them to Reception to follow the visitor's procedure as set out above.

4.7 It is the duty of all members of staff to immediately report to a member of the Senior Management Team the presence of any suspicious persons on campus and to ensure they can provide the best description they can of the individual/s in such instances. Any safeguarding concern must be reported immediately to the DSL.

4.8 Unless agreed with a member of SLT and for a legitimate purpose, no visitor (with the exception of parents) shall take images of the students / children.

4.9 Parents are able to take pictures of their children in accordance with the guidelines set out in the Digital Safety Policy (12.1).

4.10 **It is the responsibility of ALL employees to verbally and respectfully challenge any unrecognised individual on the school premises who is not wearing a Visitor's Badge or Staff I.D card.**

4.13 Students accompanying visitors

4.13.1 There will be occasions when the Head, Junior Head, or Deputies can approve that students conduct tours of the school to specific visitors such as job candidates, prospective parents, Quaker visitors etc. Such visitors will still follow the usual signing in procedures and will be issued with a badge.

4.13.2 On Open Days, when students conduct tours of the School to prospective parents, they will do so in groups of no less than two. Students will be briefed in advance regarding safety procedures, and staff will be readily available. This activity has been risk assessed. All such visitors are registered and all the tours with students follow a strict route around the School where other staff are present. A pre-arranged meeting point is also made known to students. All visitors on Open Day are asked not to use their mobile phone around the site and the phone should not be visible.

4.13.3 The School will keep a written record of reports and details of any visitors not adhering to this policy and will decide on appropriate action (report to other schools, the police and alert all staff) in such an event.

4.14 In the event that a parent collects a child from a remote area from the school, such as the main playing fields, staff will ask the parent to confirm their identity if they are not recognised by the member of staff and in the case of junior school pupils, provide the child's date of birth – please refer to policy 2.10a – Supervision of Junior School Children. The parent must make arrangements in advance to pick up the child so that staff are aware but does not need to sign in at Reception if this is not practicable.

5. The Hub

5.1 Parents of students and members of the School community are welcome to visit the Sidcot Hub to purchase refreshments and to meet each other. Access to the Hub is gained

via signing in at reception and identifying themselves. When accessing the Hub, all doors are controlled via electronic card reader, and therefore access cannot be gained to general student areas. All visitors to the Hub are deemed to be under the supervision of the Hub supervisor. Visitors to the Hub are not permitted to access any other area of the school including the School refectory. The School reserves the right to refuse admission to the Hub.

6. The Sports Centre and Arts Centre

6.1 Visitors who are specifically visiting the Sports Centre sign in at the reception desk in the foyer. Visitors to the Arts Centre are permitted to sign in with the supervising staff in the foyer. The visitors in both of these locations will be supervised by the staff on duty and the visitor access will be limited to that area of the School.

7. Visiting Speakers

7.1 To enhance the School's curriculum, and commitment to both Quaker and British Values, visiting speakers may be invited to talk about a relevant topic. An example of this is the "Let your Life Speak Programme."

7.2 The aim of the Prevent Duty is not to preclude students from being exposed to all political views or from discussing political issues in school as this is a necessary part of the learning journey. However, students will not be actively encouraged by teachers, visiting speakers or others to support particular political viewpoints. Visiting speakers must not promote partisan political views and reasonable steps will be taken to present balanced opposing views where political issues are discussed. Sidcot is a safe space in which students 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.

7.3 The School is alert to the fact that some of the topics which may be discussed may at times be political and thought provoking in nature, but care will be taken by the person inviting the speaker to ensure that all opinions expressed are balanced.

7.4 Open discussion is always encouraged, and members of the wider community may be invited to attend where appropriate.

7.5 At the point at which it is envisaged that a visiting speaker may be invited, appropriate safeguarding checks **must be identified, undertaken and recorded** prior to confirming the invitation. These checks will be proportionate to the level of risk and may include references, professional background checks and internet searches, as appropriate. The level of checks undertaken will be determined by the school's risk assessment processes.

The identity of all visiting speakers **must be verified** using official photographic identification (for example, a passport or driving licence) together with proof of address, such as a utility bill.

The nature and extent of the checks to be undertaken will be agreed in advance between the member of staff inviting the speaker and the HR Administrator and, where appropriate, in consultation with the Designated Safeguarding Lead (DSL).

A written record of all checks undertaken **must be retained**, either within the relevant risk assessment documentation or the School's central safeguarding records. Where a visiting speaker meets the criteria for inclusion, the required checks will be recorded on the Single Central Record (SCR) in accordance with *Keeping Children Safe in Education (KCSIE)*.

7.6 All visiting speakers will be appropriately supervised in keeping with the risk assessment, by the staff member inviting them on campus.

8. Contractors

8.1 It is inevitable that it will be necessary to bring contractors onto the school site whilst there are students present. In order to ensure the safety of students at all times the attendance on site by contractors to undertake specific tasks will be risk assessed by the member of staff liaising with the contractor. The outcome of the risk assessment will define how the contractor will be required to be supervised.

9. Use of School's IT System and Wi-fi

9.1 Visitors are able to access the visitors' wi-fi via a pass–phrase available from reception. However, visitors will need to read, accept and sign the terms of the Visitors' Acceptable Use Policy, which is available from Reception.

10. Review Cycle

10.1 This policy is the responsibility of the Director of Operations and the Deputy Head (Pastoral) who is also the Designated Safeguarding Lead and Prevent Duty Co-ordinator.

10.2 reviewed annually and following any significant change in legislation, regulation, statutory guidance or School practice.

11. References

11.1 Legal framework

- Statutory Framework for the Early Years Foundation Stage (current version).
- Keeping Children Safe in Education', DfE, current version
- 'Working Together to Safeguard Children, current version
- 'What to do if you are worried a child is being abused: advice for practitioners (current version)
- Counter – Terrorism and Security Act 2015 (sections 26 and 29)
- Prevent Duty Guidance: for England and Wales (current version)
- ISI Framework and Commentary on the Independent School Standards (current version).
- The National Minimum Standards for Boarding Schools (updated 2022)

12. Relevant Policies

2.1 Safeguarding and child protection policy
9.14 Volunteers policy
9.27 Supervision of staff policy
12.1 Digital Safety Policy
12.4 Acceptable Use Policy – Visitors

13. Document Change History – document any significant changes since policy rewritten on 4.12.2015

Date of change	Detail significant changes and any new legislation / guidance taken into account
4 September 2015	Rewritten in new format, to take account of Prevent Duty and procedure regarding the Hub
1 February 2016	Risk Assessment Linked to Firefly
18 March 2016	Amended to include students accompanying visitors
8 October 2016	Policy reviewed and adopted by Board. References updated.
9 February 2017	Updated in line with School's revised digital security and acceptable use policies
3 March 2017	Procedure updated re Sports and Arts Centres
9 June 2017	Risk assessment updated, requirement for visitors to leave school premises in the event that they do not comply with the risk assessment at appendix 1.
07 October 2017	Reviewed and adopted by governors as part of the Annual Safeguarding Review.
31 July 2018	Paragraphs 4 and 8 amended to include specifics around the management of contractors Reviewed in line with updated KCSIE guidance 2018
5 October 2019	Reviewed in line with updated KCSIE guidance 2019 4.12 inserted In the event that a parent collects a child from a remote area from the school, such as the main playing fields, staff will ask the parent to confirm their identity. The parent must make arrangements in advance to pick up the child so that staff are aware, but does not need to sign in at Reception
5 October 2019	Reviewed and adopted by Board.
5 November 2020	Reviewed and adopted by the Pastoral Group Additional information inserted re Covid-19
20 December 2021	Reviewed, minor changes
4 July 2023	Reviewed, minor changes. Removed reference to Covid-19
13 June 2024	Reviewed. No changes
1 September 2024	Policy reviewed. Minor changes.
1 September 2025	Policy reviewed. Added comment around visitor use of mobile phones on Open Day. Added reference to Open days, school productions and parents evenings.
1 September 2026	Policy reviewed. No major changes.

Appendix 1 – Risk Assessment, Signing-in Sheet and Induction form Temporary Contractors/Workers and Visiting Speakers

Name of contractor(s)/worker(s)/visiting speaker(s)	

Complete section 1 below to determine whether the contractor(s)/worker(s) will be undertaking regulated activity

Section 1

Questions	Considerations
Will the individual(s) be undertaking regulated activity as defined by KCSIE and safeguarding legislation in force at the time of assessment? i.e. is the work: • personal care (includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing) or overnight? • teaching / coaching?	Yes / No If yes, consult HR before the individual(s) starts work. Checks including a DBS check and Children's Barred List check must be completed before the individual starts work. If no, answer the next question
Will the individual(s) be undertaking regulated activity as defined by KCSIE and safeguarding legislation in force at the time of assessment? i.e. is the work: • undertaken once a week or more often and providing the opportunity for contact with children; or • undertaken on 4 or more times in a 30-day period and providing the opportunity for contact with children.	Yes / No If yes, consult HR before the individual(s) starts work. Checks including a DBS check and Children's Barred List check must be completed before the individual starts work. If no, continue to the next section

If the individual(s) will not be undertaking regulated activity complete section 2 below to assess the risk

Section 2: Risk Assessment and signing in form

This section is to be completed to assess the risk to children associated with any individual(s) coming on site to undertake works under the direction of any department.

Using the guide in Table 1, calculate the risk by completing Table 2.

Table 1

N/A	Not applicable
0	No risk
1	Low risk
2	Medium risk
3	High risk which will include any 1:1 unsupervised contact with children

Table 2

Time / **Place / type of work**	**During holiday period** Any frequency of visit	**Children on campus** **Term Time** Up to four times a month in a 30-day period
Grounds or areas not used by children	Score as appropriate	1 or N/A
General areas used by children	Score as appropriate	2 or N/A
'Sensitive' areas used by children e.g. Nursery/Reception, Boarding Houses, Changing Rooms, Showers and toilet areas. Children present in area/children not present in area	Score as appropriate	2 or 3 or N/A
Opportunity for unsupervised 1:1 contact with children?	Score as appropriate	3 or N/A
Teaching / training, caring for or supervising children, providing advice or guidance for children on well-being or driving a vehicle only for children?	Score as appropriate	2 or 3 or N/A
Issues arising from the Prevent Duty? The School must have regard in the exercise of its responsibilities to its duty to prevent students being radicalised and / or drawn into terrorism	Score as appropriate	Score as appropriate

Risk level and action

This is not a cumulative score. The highest number will determine the action required. For example, score in boxes = 1, 1, 2, 0, 3 etc. - action required as per '3' below. Refer to the Supervision of Staff Policy No 9.27 for guidance on supervision requirements

N/A	Not applicable
0	No supervision required – complete sections 3, 4, 5 and 6
1	Light supervision required – complete sections 3, 4, 5 and 6
2	Full supervision required – complete sections 3, 4, 5 and 6
3	Consult HR before the individual(s) undertakes any activity with children. Checks including a DBS check (but not Barred List check) may be completed.

State any factor that may increase or reduce the risk eg is the individual(s) known to a member of the School community / shortness of the visit?

Section 3: Visiting Speakers

Consider additional checks for Prevent Duty including internet search and other checks as appropriate	Detail Checks:

Section 4: Control Measures including Supervisory Regime

Details of supervision: Other measures e.g. time / access restriction:

Section 5: Individual(s) identity

Assessment for (name of company): ……. Duties whilst on site:…….. ……..			
Names of employees	ID check/known*	Names of employees	ID check/known*
Date:		Time:	

Suitable photographic ID can include a driving licence, a passport (even if expired), an ID badge bearing a photograph provided by a company (this includes personnel coming on site to read meters etc.) or a young person's proof of age card. Known personnel do not require formal ID.

Section 6: Induction and briefing

Contractor(s) and their employees/workers must be briefed on:

INDUCTION RECEIVED	YES	N/A
School's commitment to safeguarding. **Provide copy of Visitors' Leaflet**		
Asbestos register		
Fire evacuation procedure		
Location of toilet facilities		
Security brief		
Parking restrictions		
Smoking on-site		
Noise/use of radios		
Food safety brief (kitchens)		
Understanding that work areas must be secure, including prevention of access by children		

Induction Form Completed by: Signed by: Dated:	

Keys issued	Key number(s)	Signed
Keys returned	Key number(s)	Signed

Section 7: Declarations

I have received the induction, as outlined in Section 4 and I agree to comply with the supervision and measures outlined in this risk assessment. I understand that a failure to comply, unacceptable conduct or a breach of the School's Rules, policies or the law, may result in an immediate request to leave the premises and a withdrawal of permission for me to be on site. Name of contractor/worker or visiting speaker:		
Signed:	Date:	Time:
Name of 2nd Contractor/worker or visiting speaker:		
Signed:	Date:	Time:
Add additional signatures as necessary		

By signing this form, the line manager is agreeing to put into place the following appropriate supervision in line with the Supervision of Staff Policy (No. 9.27)

The above visiting speaker/worker or contractor(s)/their employees have been assessed and their identity confirmed. Any form of supervision deemed necessary will be undertaken. The individual(s) has been advised of the School's commitment to safeguarding children and any other Health and Safety measures to which they must have regard. Name of line manager / supervisor:	
Signed	Date
Member of SLT:	
Signed	Date

This form **must be completed and a copy returned** to the HR Administrator immediately.