



# Visitor and Visiting Speaker Policy and Procedure

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**This policy also applies to the EYFS**

**Related Policy:** Safeguarding and Child Protection Policy and Procedures

Updated	Reviewed By	Review Date	Version
March 2023	R Gaynor	March 2024	2023.01

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## 1 Introduction

Maltman's Green School assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit. The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and employees. 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 School to ensure that this duty is uncompromised at all times.

In performing this duty, the School recognises that there can be no complacency where Child Protection and Safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with this Policy. Failure to do so will result in the visitor being escorted from the School site. With the exception of Governors, all visitors and visiting speakers to the School are prohibited from accessing the school Wi-Fi as Maltman's Green School is a mobile free school, unless use of Wi-Fi is crucial to their purpose for visiting the school, e.g. providing training for staff. In such circumstances, as visitors are supervised at all times, use of Wi-fi and the internet is supervised for the duration of the visit. As full checks are completed on School Governors prior to joining the board, they may have access to School Wi-Fi and use it unsupervised.

Visitors to the School, for whatever reason, should be planned in advance to ensure that their visit runs smoothly taking into account the need to safeguard the pupils, the reputation of the School and the visitor. We log all visitors that come onto the School site as well as those who may deliver workshops online. The visit organiser must enter all information regarding onsite or online speakers onto our External Visitors Checklist and, where appropriate, risk assessments should be undertaken and shared with the Headmistress in advance of their visit.

## 2 Types of Visitor

There are a number of different types of visitors to the School:

- Visitors who attend the School in connection with the pupils and have a professional role, for example Peripatetic Teachers, sports coaches, Educational Psychologists, social workers, SALT therapists, targeted support workers, health related professionals
- Invited guests
- Visiting speaker
- Visitors who attend the School in connection with the building, grounds or equipment, for example builders, contractors, maintenance staff and IT workers
- School Governor
- Other legitimate visitors, for example parents and parent helpers.

## 3 Visitor Procedure

Upon arrival at the School, all visitors MUST:

- Report to the School Office where they will be signed in and issued with a red visitors lanyard which must be worn prominently at all times
- Bring photographic proof of identity with them which will be verified (passport or driver's licence photo card)
- Read all details above the signing-in book which relate to fire regulations, first aid, photographs, details of Designated Safeguarding personnel and how to report a

concern. Mobile devices must NOT be used whilst on School grounds, this is shared verbally as the visitor signs in

- Wait in the School office until they are met by a member of staff. Visiting speakers will be met by the Organiser named on the **External Visitors Checklist**
- Be accompanied at all times whilst on the School grounds by a member of school staff
- Given restricted access to only specific areas of the School, as appropriate
- Given access to pupils restricted to the purpose of their visit
- Be escorted to the School Office and signed out at the end of their visit.

## 4 Visitor Code of Conduct

- All visitors to the School are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. They must act and be seen to act in an open and transparent way
- During the course of a visit to the School, visitors may become aware of confidential information concerning pupils or employees. All such information must be treated as strictly confidential and a breach of such confidences will be regarded as serious misconduct
- Any breach of confidentiality associated with the terms of GDPR could result in a civil action against the visitor for damage in addition to any disciplinary action, which would be taken by visitor's employer. Visitors must not reveal to anybody outside School, personal information they learn in the course of their work or visit
- All visitors must follow the School's Health and Safety and Safeguarding procedures (Safeguarding procedures are included as an insert inside visitor lanyards). Fire and Evacuation Procedures are prominently displayed in every room of the school
- Visitors should not be alone with pupils unless this is a legitimate part of their role; for example a Speech and Language Therapist and the School has assured itself that the visitor has had appropriate safeguarding checks
- When signing in, contractors and visitors are made aware that personal mobile devices, such as mobile phones and tablets and cameras, must not be used on the School site in the presence of children, including those in EYFS.

## 5 Visiting Speakers

Maltman's Green School is part of a much wider community. As part of our Curriculum Enrichment Programme we often invite speakers from our wider community to our School. These speakers provide pupils with information that helps them make decision at different phases of their education; widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Speakers should enhance the spiritual, moral, social and cultural (SMSC) development of pupils within the School.

Our responsibility to our pupils is to ensure that the information they receive can be critically assessed by them as to its value. The information must also be aligned to the values of the School and to Fundamental British Values (see website under the tabs 'About' and then 'Our Approach').

The 'Prevent' Statutory Guidance (The Prevent Duty: Departmental advice for schools and childcare providers, DfE, July 2015) requires schools to have clear protocols for ensuring

that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

When inviting speakers, the School follows the statutory guidance Keeping Children Safe in Education DfE (KCSIE 2022) with regards to duties of safeguarding and promoting the welfare of the pupils within the School. Reference should be made to the School's Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct).

## 5.1 Preparation for the visiting speaker

- All visiting speakers:
  - have a nominated point of contact at the School (the organiser), who will consider the content and risks of the speech in relation to our Prevent Duty
  - must outline their specific expertise to the organiser
  - must indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches
  - must give clear, accurate and age-appropriate information, taking into consideration the emotional and intellectual levels of the pupils and ensuring that the values of the School and Fundamental British Values are reflected
- The School (organiser) should check that the work of the visitor or agency is known to them and be considered suitable, accurate and age-appropriate (in respect of child protection see Children's Act 1989). If new to the School an internet search and/or informal reference should be taken wherever possible or practicable
- The School (organiser) must submit information via a completed **External Visitors Checklist**, which must be shared electronically with various members of staff names on the checklist, including our secretary, DSL and the PA to the Deputy Heads (who co-ordinates events). A hard copy of the checklist is printed by the secretary and filed into a visitor folder which is kept in the front office. Forms are filed in date order, so they are ready and visible to the secretary on the day of the visit. The PA to the Deputy Heads also adds visitor details to our weekly arrangements document, which follows a diary style and is circulated to all staff every Friday ready for the following week
- The organiser must ascertain that all information to be communicated by the visiting speaker is lawful. The visiting speaker should provide clear guidelines outlining the content of their speech
- The visitor speaker is expected to agree and sign the Visitor Speaker Agreement Form (Appendix 1) before they will be allowed to speak to the pupils
- The visiting speaker must bring photographic proof of identity such as a valid passport/driver's licence with them which will be verified on arrival (if new to the School)
- The date, time and duration of the session should be confirmed with the visiting speaker together with any requests for resources or equipment needed
- The speaker and the School should agree and plan for a Teacher or the organiser to be present throughout the visit
- It is helpful for the speaker or visitor to know what preparatory and follow-up work is intended
- It is recommended that there is an opportunity for evaluation after the session and the content discussed between the speaker and the Teacher to ensure effective visits in the future.

## **5.2 Virtual Visiting Speakers**

In some instances the School will organise visiting speakers to present to our pupils remotely. When this approach has been agreed this policy will be followed where practicable.

## **6 Unknown/Uninvited Visitors**

Any visitor to the School who is not wearing a red visitor lanyard will be challenged politely to enquire their identity and business on the School site. They will be escorted to the School Office to sign in and be issued with a visitor badge until they are collected by the appropriate member of staff. In the event that the visitor refuses to comply or is unauthorised, they must be escorted off site immediately and the Head will be informed.

## **7 Visitors Requiring Assistance**

We ask visitors to Maltman's Green School who need reasonable adjustments or assistance to let us know in advance. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our buildings on a scattered site. We will introduce facilities for wheelchair users and hearing loops as our buildings are upgraded or for any new buildings. We already have several ramps; but do not yet have total coverage of the site. We have disabled parking in both our parent and staff car parks.

## **8 Oversight and Review**

This policy was written by the DSL and approved by the Headmistress, designated safeguarding governor and Governor members of the Maltman's Green Curriculum Sub-Committee. It will be updated in line with changes to KCSIE and at least annually

## 9 Appendix 1: Visitor Speaker Agreement



### Visitor Speaker Agreement

At Maltman's Green School we understand the importance of visitors and external agencies to enrich the experiences of our pupils. These speakers may be on-site or will be addressing our pupils via an online platform. In order to safeguard our pupils and those visiting, 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 or other ideologies
- Activities/speeches are matched to the needs of the pupils
- Visiting Speakers on-site must be accompanied by a member of staff at all times
- You have read our Fire Safety and Evacuation Policy and Procedure (for on-site visits only)
- You will provide photo identification when you arrive at the School (provided if new to the School when you arrive or presented online to our staff members)
- When on-site you will wear a Maltman's Green School Red Visitor Lanyard at all times
- When signing in, contractors and visitors are made aware that personal mobile devices, such as mobile phones and tablets and cameras, must not be used on the School site in the presence of children, including those in EYFS.

I agree to the Guidelines for Visiting Speakers outlined above:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Association to the School: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

#### Staff Only

Research undertaken: \_\_\_\_\_

Signed: \_\_\_\_\_

## 10 Appendix 2: External Visitors Form



### External visitors to School

Compulsory Checklist for ALL external visitors to School  
To be completed by person responsible for the activity / event



<b>Visitor/s name</b>	
<b>Date/s of visit</b>	
<b>If for part of day, please indicate timings</b>	
<b>Contact details</b> address & telephone	
<b>Organisation</b> if applicable	
<b>Identification</b> Visitor must be able to show photo I.D. to reception, either Company ID or Driving Licence	Seen by School Office: <u>Y</u> / N ID Provided:
<b>Purpose of visit</b> List activity / event	
<b>Where will the visitor be based</b>	
<b>Visit organiser</b> The person responsible must tell the Office via this form, that they are expecting someone and confirm who will greet the visitor, as well as tell LB & SC for arrangements. They must also tell the visitor that they must bring photo ID to School.	
<b>Please indicate how Maltman's know this visitor</b>	<input type="checkbox"/> Personal knowledge <input type="checkbox"/> Recommended by another staff member <input type="checkbox"/> Established trainer/speaker, etc. <input type="checkbox"/> Recommended by another body like Bucks CC, or another School <input type="checkbox"/> New to MGS (if so, see next question) <input type="checkbox"/> Other. If other, please state below:
<b>If new to MGS, what has been your 'due diligence'</b>	<input type="checkbox"/> Website checked <input type="checkbox"/> Discussed content of talk or presentation with visitor <input type="checkbox"/> Positive feedback from recommended sources
<b>Method of contact</b> telephone, email, letter...	
<b>Where will the visitor/s park?</b>	

Click on the check boxes to indicate to whom you have circulated this form:

- ☒ Clare Luckett (must always receive a copy)  
☒ Lois Briant (must always receive a copy)  
☒ Rachel Gaynor  
☐ Other -

\* where possible, please circulate this form electronically