



Visitors and Visiting Speakers Policy (September 2024)

Introduction

Sancton Wood School ("the School") welcomes visitors and recognises the valuable contributions they can make to our educational environment. This policy outlines our procedures for managing visitors and visiting speakers to ensure the safety and security of our pupils, staff, and facilities.

1. Regulatory Framework

This policy has been prepared to meet the School's obligations under the following: Education (Independent School Standards) Regulations 2014 (SI2014/3283), EYFS Statutory Framework (September 2021), the Education and Skills Act 2008, the Children Act 1989, the Equality Act 2010 and the Charity Act 2011.

This policy has regard to the following guidance and advice:

- How to Report a Serious Incident in your Charity (Charity Commission, June 2019);
- Keeping Children Safe in Education (DfE, September 2022) (KCSIE);
- Revised prevent duty guidance for England and Wales (HM Government, April 2021);
- Prevent duty; departmental advice for schools and childcare providers (DfE, June 2015); 2 Visitors & Visiting Speakers Policy – September 2023
- School and college security (DfE, November 2019); and
- Controlling access to school premises (DfE, November 2018)

2. Scope

This policy applies to all visitors to Sancton Wood School during normal school hours, including parents, contractors, and visiting speakers.

3. General Visitor Procedures

3.1 Arrival

- All visitors must report to the School reception upon arrival.



- Visitors must sign in and receive a visitor's badge, which must be worn visibly at all times.
- Visitors may be required to provide photographic ID if they are not known to staff.

3.2 During the Visit

- Visitors must be accompanied by a staff member at all times, unless they are on the Safeguarding Approved Personnel list.
- Visitors may only use designated adult facilities.
- Visitors must be made aware of and follow all school safety and emergency procedures.

3.3 Departure

- Visitors must sign out and return their badge before leaving the premises.

4. Specific Visitor Types

4.1 Parents

- Parents attending scheduled meetings or events must follow the general visitor procedures.
- For large events (e.g., assemblies, performances), modified check-in procedures may be in place.

4.2 Contractors

- Must be approved by the Facilities Manager and follow all relevant health and safety procedures.
- Long-term contractors may be included on the Safeguarding Approved Personnel list after appropriate checks.

4.3 Visiting Speakers



- Must be approved in advance by the relevant Head of School or Senior Leadership Team member, most likely the VP Co-Curricular.
- Content of presentations must be shared and reviewed beforehand to ensure suitability.
- Must be supervised at all times and not left alone with pupils.

5. Safeguarding

- All visitors must adhere to the School's safeguarding policies.
- Any concerns about a visitor's conduct must be reported immediately to a member of the Senior Leadership Team.

Visitors will sign in using the Inventory system and confirm that they agree to the Code of Conduct outlined to them.

They will all wear their photo ID lanyard at all times.

They will be accompanied.

6. Unauthorised Visitors

- Staff should politely challenge any unidentified individuals on school grounds.
- If an unauthorised visitor refuses to comply with procedures, they will be asked to leave immediately.
- In case of aggressive or concerning behaviour, staff should contact the police.

7. Emergency Procedures

- In the event of an emergency, visitors will be directed by staff to appropriate assembly points.
- Visitors must follow all instructions given by staff during emergencies.



8. Review and Monitoring

This policy will be reviewed annually by the Senior Leadership Team to ensure it remains effective and up-to-date.

For any questions or concerns regarding this policy, please contact the School Office.

RS Sept 2024