



Visitors and Visiting Speakers Policy

Sancton Wood School – September 2024

1. 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, in line with the Independent School Standards (ISSR).

2. Regulatory Framework

This policy has been prepared to meet the School's obligations under:

- Education (Independent School Standards) Regulations 2014 (SI2014/3283)
- EYFS Statutory Framework (September 2021)
- Education and Skills Act 2008
- Children Act 1989
- Equality Act 2010
- Charity Act 2011

It also has regard to:

- Keeping Children Safe in Education (DfE, September 2022)
 - Revised Prevent Duty Guidance (HM Government, April 2021)
 - Prevent Duty: Departmental Advice for Schools and Childcare Providers (DfE, June 2015)
 - School and College Security (DfE, November 2019)
 - Controlling Access to School Premises (DfE, November 2018)
 - Promoting Fundamental British Values (DfE Guidance)
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3. Scope

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



4. General Visitor Procedures

4.1 Arrival

- All visitors must report to the School reception upon arrival.
- Visitors must sign in using the Inventory system and receive a visitor's badge, which must be worn visibly at all times.
- Visitors may be required to provide photographic ID if not known to staff.

4.2 During the Visit

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

4.3 Departure

- Visitors must sign out and return their badge before leaving the premises.
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5. Specific Visitor Types

5.1 Parents

- Must follow general visitor procedures.
- Modified check-in procedures may apply for large events (e.g. assemblies, performances).

5.2 Contractors

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

5.3 Visiting Speakers

- Must be approved in advance by the relevant Head of School or SLT member (typically the VP Co-Curricular).
- Presentation content must be shared and reviewed in advance to ensure suitability and alignment with British Values.
- Must be supervised at all times and never left alone with pupils.
- Records of speaker approval and content review will be retained.



6. 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 SLT.
- Visitors confirm agreement to the Code of Conduct upon signing in.
- All visitors wear a photo ID lanyard and are accompanied.
- Staff receive regular training on managing visitors and safeguarding protocols.

7. Unauthorised Visitors

- Staff should politely challenge any unidentified individuals on school grounds.
- Non-compliant visitors will be asked to leave immediately.
- In cases of aggressive or concerning behaviour, staff should contact the police.

8. Emergency Procedures

- In an emergency, visitors will be directed by staff to appropriate assembly points.
 - Visitors must follow all instructions given by staff.
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Appendix A: Reception Checklist for Visitor Management

Reception staff must ensure the following steps are followed for every visitor:

- Visitor reports to reception immediately upon arrival
- Visitor provides photographic ID if unknown to staff
- Visitor signs in using the Inventory system
- Visitor receives and wears a visible visitor badge
- Visitor confirms agreement to the Code of Conduct
- Visitor is accompanied by a staff member at all times
- Visitor is informed of emergency procedures
- Visitor signs out and returns badge upon departure



Appendix B: Staff Induction Summary for Visitor Protocols

All staff must be familiar with the following visitor procedures:

- Ensure visitors report to reception and sign in
- Confirm visitors wear ID badges and are accompanied
- Challenge unidentified individuals politely and report concerns
- Ensure visiting speakers are pre-approved and supervised
- Review speaker content for alignment with British Values
- Follow safeguarding procedures and report concerns to SLT
- Direct visitors to assembly points during emergencies
- Maintain records of visitor logs and speaker approvals