External Visitor Supervision Policy

Written by:	Leigh Locker	**Date:**	Spring 2022
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Approved by:	Janine Dix Executive Headteacher		
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Aim

Our academy will have external visitors and visiting speakers to sites throughout the year. Visiting speakers may be from the wider community to give talks to enrich pupils' experience of academy life. They may also provide pupils with information that helps them make decisions at different phases of their education, widen their understanding of world and global issues and provide motivational inspiration through the sharing of a speaker's experience. Staff appreciate the time and effort that visiting speakers put into their presentations and value the positive impact it has on the pupils. This policy provides clear guidance to staff about safeguarding procedures that should be followed before inviting any visitor to site, and whilst external visitors are present on site.

Academy Responsibility

Our responsibility is to ensure that we safeguard our staff and pupils at all times and have clear procedures in place for when external people are invited in school. All staff should be familiar with the guidelines in this policy to ensure that they can safeguard themselves and pupils at all times.

The purpose of this policy is to set out the academy's legal obligations when using visiting speakers and to set out the standards of behaviour expected from these speakers. This policy has been produced with regard to the Government's Prevent Duty guidance and our wider safeguarding obligations.

The "Prevent" statutory guidance Prevent duty guidance: for England and Wales (accessible) - GOV.UK (www.gov.uk) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

Protocol for academy visitors

Keeping Children safe in Education does not outline specific requirements for visitor protocols. However, a Headteacher must have clear processes for identifying and supervising visitors to ensure appropriate safeguarding measures are in place. Schools are able to use their professional judgement to decide what is necessary. All academy staff should follow the following procedures.

Prior to an organised visitor arriving:

- The staff member who has organised the visit should alert office staff to be ready for their arrival with expected arrival time
- Have a room prepared and space organised for the visit if required
- Other colleagues should be aware of where the meeting will take place, who the external visitor is and the purpose of the meeting
- Request that the visitor arrive with their DBS (if required)
- Provide information about parking – request that visitors park in the car park to maintain positive relationships with our local residents.

We will require all visitors to:

- Only use the designated visitor entrance
- Sign in, giving their name, organisation, who they are visiting and car registration (if applicable)

- Read the safeguarding information leaflet when signing in
- Not use vapes or mobile phones in school (unless approved to do so)
- Be escorted to their point of contact, or their point of contact will collect them from reception
- Wear a visitors ID badge provided by our academy upon arrival throughout the visit and return this when signing out
- If the visitor is a regular visitor to site and they are required to work alone with pupils unsupervised at times, then evidence of their DBS will need to be provided. Once this is provided, they will be allocated a **green** lanyard. This will comply with regulated activity as set out in KCSIE Sept 2026. Such visitors will be included in the academy's Single Central Register (SCR).
- Visitors who have not provided DBS evidence should not work with pupils unsupervised at any time or be left unsupervised in the building. Such visitors will be allocated a **red** lanyard.

All visits should be pre planned. If a visitor arrives unannounced the academy reserves the right to decline entry and a suitable time for the visit can be re-arranged. Staff must not feel obliged or pressured to admit an unplanned visitor.

If staff come across an unidentified visitor

Staff should always be alert to unidentified visitors on site and approach with caution to ask their identity, especially if not wearing an ID badge from our academy. Staff should be able to alert reception or a member of the senior leadership team when any visitor without a badge is found on a site.

While it is reasonable for schools to expect staff to approach unidentified visitors, they should be careful not to place staff in danger. This might mean that staff do not approach visitors alone, or that they alert the senior leadership team (or other relevant person) before approaching the visitor.

Procedures whilst external visitors are on site:

Most external visitors should not be left unsupervised to wander around the building alone. There may be exceptions to this such as when building works or surveys are being carried out by contracted companies.

Parents, visiting speakers or other ad hoc non-academy professionals should not be left unsupervised in the building at any time. They should be allocated a red lanyard. It should be made clear to visitors where toileting facilities are located, if these are required, and they should be escorted through the site at all times.

Visitors should not be given access to site keys or fobs at any time.

If there is a fire drill/evacuation during their visit, then the person who has organised the visit should supervise the visitors our of the building and into the designated fire assembly point.

Visitors should be escorted to the office to sign out and escorted from the academy premises after the meeting has finished.

If there are any concerns about a visitor's behaviour at any time during their visit, staff should contact a member of SLT for guidance, or if possible and appropriate, escort the visitor to the exit. If a visitor is behaving inappropriately and they will not leave the site, the Head of School may involve the police for support. Pupils should be kept safe at all times and in another room to the visitor. Staff should prioritise the safeguarding of the pupils and themselves.

Protocol for invited external speakers to deliver content to staff and/or pupils

The protocols are:

- All requests for visiting speakers must be approved by the Head of School
- All visiting speakers are given a named contact at the academy
- All visiting speakers must provide photo ID upon arrival on site and are given a visitor's badge, which they are expected to wear throughout visits. They will be allocated a red lanyard.
- All visiting speakers are accompanied by an academy member of staff during their visit and they are not left unsupervised with pupils at any time
- A record of all visiting speakers is kept on site detailing name of the visiting speaker, the date of their visit, the pupil group addressed, the purpose of the visit, the member of staff requesting the visiting speaker and any relevant accompanying information.
- The visiting speaker must share the aims and objectives of their presentation with the staff member that requested the visit, to ensure it is appropriate to the age and maturity of the pupils and does not undermine British values or the ethos and values of the academy
- The staff member requesting the visit must conduct a reasonable level of research on the person/organisation to best establish whether they have demonstrated extreme views/actions and present any level of risk. Presentations and resources etc should be sent to the staff that requested the visit in advance. These should be checked by the Head of School.
- In the unlikely event that the talk/presentation does not meet with the expected requirements, academy staff have the right and responsibility to interrupt and/or stop a presentation.
- The staff member that organised the visit will conduct a post-event evaluation of how the visit met the needs of our staff/ pupils
- All visiting speakers will be required to sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the academy's Terms and Conditions (Appendix 1)

Esteem Lanyard, work for the trust and are safe to lone work with pupils.	

Frequent and registered visitor. DBS checked and safe for lone working with pupils	
Non frequent visitor, or no DBS, need to be supervised at all times	

(APPENDIX 1) Agreement and Guidelines for Visiting Speakers/presenters

We are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visiting speakers to share this commitment.

Name of visiting speaker	
Email and contact number	
Organisation that they belong to (if applicable)	
Purpose of the visit – details of content	
Named ESA academy contact	

The visitor agrees to the following terms and conditions:

1. The presentation must be appropriate to the age of the children.
2. Appropriate dress, language and behaviour are required at all times
3. The presentation must uphold the ethos and values of our academy and fundamental British Values
4. Equality and diversity will be considered at all times
5. Academy staff have the right and responsibility to interrupt and/or stop the presentation if there is any violation of this agreement.
6. Material/content will be provided prior to the visit and checked for suitability by the Head of School.

I have read these guidelines and agree to abide by them.

Signature of visiting speaker: _____

Signature of named academy contact: _____

Date: _____

Head of School check of content – date and signature required _____