

# Chiswick & Bedford Park Preparatory School

## Visitors' Policy

### **Introduction**

This policy should be read in conjunction with our *Safeguarding and Child Protection Policy* and *Intruder Policy*.

At Chiswick & Bedford Park Preparatory School (“the School”) the health, safety and wellbeing of our children and staff is of the utmost importance. The full co-operation and support of all staff is expected in implementing our Visitors' Policy & procedures.

The School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

### **Visitors**

A visitor is defined as any person seeking to enter the School buildings who is not an employee of the School or a pupil currently enrolled in the School.

School staff will always follow the procedure contained in the attached flowchart.

### **Exemption to Visitor Requirements**

Parents or visitors who have been invited to visit the School as part of a scheduled event such as a parents' evening, class assembly, specially arranged parent-teacher meeting, parent tours by the Headmistress (see below) or other adult participants in organised and School-approved activities during off-school hours are exempt from requirements.

Visitor requirements will be exempt outside of School hours (8am – 5pm Monday – Friday) as long as the visitor is accompanied by an employee of the School or authorised to be in the School by the Headmistress.

### **Parent Tours**

Prospective parents are invited on a parent tour before they accept a place at the School. These are held on Tuesdays and Thursdays. The Headmistress shows the prospective parents around the School. On arrival, they are asked to confirm who they are (a list is kept at the front desk) and tour visitors will remain with the Headmistress at all times and will never be left alone with children.

### **External Speakers - *Vetting visiting speakers***

The School is aware of the potential risk to children through exposure to views of visiting speakers whose presentations may include material of an extremist nature or which contradicts the School's commitment to provide pupils with a balance of views.

Staff members who wish to invite visiting speakers into School must undertake due diligence to ensure that the visiting speaker, the event content, including any presentation and footage to be broadcast, is appropriate for the needs of our pupils and

that the Visiting Speakers Log (maintained by Jane Bryson in the office) is completed with information on the speaker's background and current employment status. Speakers are to be supervised at all times and must not be allowed to engage with pupils without a member of staff being present. Guest speakers are to be informed before arrival, of the correct signing in and out procedures and are to be met on arrival at the schools welcoming point by a member of staff.

The level of checking will be determined by an assessment of the likely level of risk and may include the following measures;

- The visiting speaker will be asked to provide assurance that the content of the presentation does not include material of a radicalising or extremist nature and is not in any other way inappropriate for the pupils involved.
- Presentations, such a Powerpoint, will be required in advance and will be checked by the member of staff responsible and discussed with the speaker
- Visiting speakers will always be accompanied. A member of staff will attend presentations to pupils and will be prepared to intervene, should the content stray from agreed expectations
- An appropriate level of checks, including an identity check, will be undertaken on visiting speakers, particularly any not previously known to the school. Most speakers will be well known to the school (parents, local professionals, religious leaders) and the school will be familiar with their standing and reputation. Where a speaker represents an organisation, for example, the fire service or a charity, identity checks will include verification of the speaker's connection with the organisation.
- The school's vetting procedures may include an internet search to check for links with inappropriate organisations or the expression of extremist views which would indicate that it would be inappropriate to address pupils at the school. The above procedures apply at an appropriate level, to all situations where visitors present to the pupils, not simply formal talks, but also the more informal visits to class, covering topics from dental care to Diwali.

## **Procedure**

All visitors to the School will be welcomed in a cordial, confidential, efficient and purposeful manner. They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the Headmistress, or a member of the management team will be informed. She may then contact the authorities, if she deems this necessary (see Intruder Policy).

To ensure the School meets Safeguarding, School Health & Safety and Security requirements, it is essential that the following procedures are followed by ALL visitors:

- All visitors must report to School reception to sign in.
- All visitors moving around the School site must wear a visitor's badge (see exceptions above). Wherever possible it is expected that the relevant member of staff will collect the visitor. However, if required, School office staff will escort the visitor to the relevant member of staff.

- After signing in the visitor will be advised that no mobile phones or other electrical equipment may be used whilst the visitor is at the School. The visitor will sign an agreement on the sign in iPad to confirm acceptance of this.
- All visitors must be made aware of emergency procedures by the member of staff supervising their visit e.g Fire exits.
- All School visitors must comply at all times with the School's policies.
- Any visitors on site who are not recognised, or who are not appropriately "badged" should be politely asked their business (*see Intruder Policy*).
- Pupils should be encouraged to find a teacher **immediately** if they see any visitor who is not "badged". They should be told never to approach an unknown person at the School.

At the end of the visit, the visitor must sign out, return the badge and be escorted from the School.

