

Visitor and Visiting Speaker Guidance

Discovering and Learning Together, so all can Flourish
'A tree planted by streams of water, which yields its fruit in
season' (Psalm 1:3)

Our vision is to provide every child with an outstanding start to their education which will equip them with necessary skills to meet future changes and challenges throughout their life.

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Author: Headteacher

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1. Visitors Invited to the School

Where possible, permission should be granted by the Head teacher before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. All visits must be entered on the school calendar and in the school diary. It is the responsibility of the organiser to check the suitability of resources and content to be shared beforehand.

- All visitors must report to reception first, they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in on the system in reception

- All visitors will be provided with introductory information and expectations on safeguarding, and health and safety
- All visitors will be asked to sign a visitor's agreement which will protect the safeguarding of both pupils and staff
- All visitors will be required to wear a visitor badge.
- Visitors will then be escorted to the point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out and return their identification badge to reception.

Visitors whose purpose is to work with students in some capacity:

Visitors may work with students in a variety of capacities, for example, to:

- deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one-to-one basis (e.g., Children's services or health professionals.)
- Staff should ensure all visitor policy requirements are followed.
- Visitors working with children must provide a letter of assurance
- Any visitor who is not DBS checked must not be alone with students at any point, they must be accompanied by a staff member. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building.
- If a visitor has DBS clearance and a letter of assurance, they may work with students unaccompanied by another member of staff. At times this might be teaching a class, or a one-to-one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.
- Regular volunteers must complete a confidential self-declaration for volunteers and complete safeguarding training and an induction
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.
- It is the responsibility of the organiser to check the suitability of resources and content to be shared beforehand.

2. Use of External Agencies and Speakers

At Kingfisher CE Academy, we actively encourage visitors so that the children can experience and be exposed to a variety of activities and visitors which will support them with their education and promote our value of community.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not directly relate to the rest of the school curriculum, so we need to ensure that this work is of benefit to our students.

All External Agencies and Speakers must read the Visiting speakers agreement. (Appendix 1)

Our school will assess the suitability and effectiveness of input and resources from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups, or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students

3. Unknown/uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign in using Inventory and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site and the Head Teacher should be informed immediately.
- The Head Teacher and/or members of the Senior Leadership Team will consider the situation and decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

4. TIB/LGC Members

- All members have DBS clearance.
- All members should always wear their identification.
- Members should sign in and out using the system in Reception
- New members will be made aware of the policy and familiar with its procedures as part of their induction.

5. Parents/Carers

We invite parents and carers into the school for parental engagement sessions or meetings with staff on a regular basis. These parents will be met at the office by a member of staff and asked to sign in. The parent/carers should always wear a visitor's badge. They are to then be taken to a room if the visit is for a meeting or to their child's classroom if the visit concerns an educational visit/talk. A member of staff should remain with the parent/carers for safeguarding and safety reasons. (Refer to visitors' Risk Assessment.)

6. Staff Development

As part of their induction, new staff will be made aware of this policy and will be asked to always ensure compliance with its procedures.

Appendix 1

Kingfisher CE Academy

Visitors' Agreement

Welcome to Kingfisher CE Academy. We all recognise that our purpose is to provide the very best quality learning experience for each child within a safe, secure, and happy environment where mutual respect is paramount. ***In order to safeguard our children, we expect all visitors to support us in achieving our purpose and with this, ask you to follow and adhere to the statements below.***

On Arrival

1. Report to Reception and sign in on the screen
2. Wear the visitor's badge **at all times**
3. If, whilst you are visiting, you notice something which concerns you about the safety or well-being of a pupil, please speak to a member of the safeguarding team before you leave.
4. If you notice worrying behaviour exhibited by an adult who is working/volunteering on site whilst you are visiting, you should report this to the Headteacher immediately and before leaving the school site.
5. If you do not have a DBS/barred list check, **you will be accompanied by a member of staff at all times.**



Confidentiality

- You must not give your personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities.
- You must not have pupils at the school as friends on any social networking site.

- You should refrain from discussing/commenting on individual pupils, school information or staff outside of the school (including on social network site accounts).
- You should refrain from taking photographs of pupils (unless this has been agreed with the Head teacher and is part of the purpose of your visit).

Use of personal mobile phones

All staff and adults working in / visiting the school are not permitted to use personal mobile phones in any areas of the school, except for the staff room. We would ask that, if possible, phones are switched off or put on silent.



During the visit

- Any messages communicated to students support fundamental British Values.
- Any messages communicated should support our school values and should be consistent with the ethos of the school and do not marginalise any communities, groups, or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication. These will be shared with the organiser prior to delivery to children.
- Activities are matched to the needs of students and will be shared with the organiser prior to delivery to children.
- Visitors will be notified of the safeguarding team on site in case any concerns arise.

School Trips

If you are helping on a school trip, please refrain from taking photographs of the pupils on personal mobile phones. If the class teacher would like photographs taken, you will be supplied with a school device for this purpose.



In the event of a fire

Please assemble to the MUGA (next to the school playground) via your closest fire exit.

Code of Conduct for Visitors and External Staff

I confirm that I have read and understood the Code of Conduct for Visitors and External Staff.

I understand that I should ask for clarification of any points I am unsure about.

I agree to follow the expectations laid out here.

Staff member handing over the agreement
and checking the agreement has been signed:

Visitor name and signature: -----

Date: -----