**This Policy applies throughout the School from the EYFS to Year 6.**

**Introduction**

The Cavendish School welcomes parents, guardians and other guests to visit the School and recognises the important contribution and potential benefits which can result from interactions with visitors. In addition, the School often invites speakers from the wider community to give talks to enrich our pupils' learning experience.

The purpose of this Policy is to set out the School's obligations with regard to visitors and visiting speakers and to outline the visitor procedures followed at the School during normal School hours and the special additional procedures that are in place for visiting speakers.

The control of visitors is a fundamental part of the School's safeguarding of pupils, staff and property and this Policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

It is the intention of the School that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises. If visitors (other than contractors and visiting pupils) are in School over lunch time, they will usually be invited to join staff in the dining room for lunch.

New staff will be made aware of this Policy and familiar with its procedures as part of their induction.

**Approved visitors/contractors**

There are two categories of visitors/contractors

1. Contractors

a) Maintenance/servicing contractors. They are not subject to Safer Recruitment checks but they work in specific locations/timescales and are always accompanied. Maintenance/servicing contractors must be met on arrival by the supervising member of staff.

b) Regular contractors (including extra-curricular club supervisors). These have had Safer Recruitment checks and are on the Single Central Register (SCR). Regular contractors can be unaccompanied on site.

2. Other visitors who are not required to be on the SCR or undergo Safer Recruitment checks. Other visitors must be accompanied by a member of staff at all times and follow the Visitor Code of Conduct.

The School's visitor management system located in the entrance lobby, on which all visitors must register and log out, contains a webcam which takes an image of the visitor. These images are

retained in accordance with our CCTV Policy and data protection legislation.

The Visitor Code of Conduct applies to all visitors to the School. It is displayed on the visitor management system to view upon sign-in and emailed in advance to visiting speakers who are required to sign a copy which is retained by the Head of HR & Compliance.

**Visitor Code of Conduct**

1. On arrival at the School site, visitors must register at the School Office giving their name, organisation and purpose of the visit and provide photographic I.D. to the School Office staff
2. Visitors will be given an identification badge. School Office staff will bring the School's emergency evacuation procedures to the visitor's attention
3. Visitors must wear this identification badge in order that it can be seen at all times during their visit
4. Visitors must be accompanied by a staff member throughout their visit
5. Visitors must leave the School via the School Office and sign out
6. Visitors must refrain from using their mobile phone whilst on site
7. Visitors must not take (including screenshots) or share photographs which include pupils or members of staff
8. Should a visitor to our School site have any concerns about the protection or safeguarding of a pupil they should ask to speak to a member of the DSL Team or our Head straightaway
9. If visitors notice any unsafe or inappropriate behaviour or health and safety issues they must report them to the School Office
10. Visitors must take reasonable care of their own health and safety and that of others at the School
11. Visitors may only use staff cloakrooms in School
12. Visitors must not reveal to anybody outside School personal information they may learn in the course of their visit
13. Visitors undertake that they will abide by the School's equality commitments, that they must make no statements which might cause offence to others, including political or potentially divisive topics or otherwise undermine tolerance of other faiths or beliefs and must not introduce extremist material into the School
14. Should there be a fire evacuation, a member of staff will accompany visitors out of the building and to the visitor assembly point
15. Visitors must observe the School's no smoking policy (including e-cigarettes) on all School premises

**Parents attending School events**

Generally, parents attending the School are treated in the same way as any other visitor and are subject to the terms of this Policy.

However, the School recognises that it is not practical or desirable for parents to have to follow the strict visitor registration arrangements and for them to be accompanied at all times when attending ad hoc events (such as School assemblies, concerts, productions or sports fixtures).

Parents will, however, be expected to adhere to points 6 to 11 of the Visitor Code of Conduct at all times and to comply with the School's Taking, Storing and Using Images of Children Policy, a copy of which is available on the School website.

Parents who are attending the School as visiting speakers must on such occasions adhere to all

points of the Visitor Code of Conduct.

Parents who are accompanying school trips or fixtures must adhere to the Educational Visits Policy Parents' Guidelines.

Parents who are assisting with uniform and cake sales are supplied with a risk assessment to adhere to and are loosely supervised by a member of SLT.

**Work experience Students**

Students on work experience should register at the School Office to ensure they are included in emergency evacuation arrangements. Their emergency contact information and medical information is held by the Head of HR & Compliance. They are accompanied by a member of staff at all times when in contact with pupils.

**Visiting pupils**

Pupils from other schools may visit the School from time to time (e.g. for sports fixtures, competitions, etc.). If visiting pupils are accompanied by a member of staff from that school, that member of staff is responsible for the behaviour of those pupils.

**Contractors**

Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor and in the manner set out in the School's Contractor Policy. Any refusal to adhere to the terms of this Policy will be reported immediately to the Bursar.

**Unknown/uninvited visitors**

Any visitor to the School site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the School site. Staff should not put themselves at risk. They should then be escorted to the School Office to register and be issued with an identification badge.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Leadership Team (SLT) informed. The SLT member 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 School site immediately and warned that if they fail to leave the School site, police assistance will be sought.

The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

**Governors and volunteers**

All Governors and volunteers must comply with the relevant Safer Recruitment procedures. NB: Governors and volunteers should register and log out at the School Office and wear their ID sticker at all times.

New volunteers will be asked to comply with this Policy by the staff they first report to when coming into School for an activity.

**Visitors' departure from the School**

On departing the School, visitors must leave via the School Office and ensure they are logged out.

**Visiting speakers**

The School has a long tradition of visiting speakers who give excellent talks, presentations and demonstrations to pupils. These visiting speakers enhance the intellectual life of the School. We are proud of our tradition of appropriate visiting speakers for assemblies, class talks and for events such as Science Week.

The *Revised Prevent Duty Guidance for England and Wales* (July 2015) requires the School to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism (the Prevent Duty). Radicalisation is the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. In compliance with our Prevent Duty the School has established a clear protocol for ensuring that any visiting speakers are suitable and appropriately supervised.

Discussions of political or potentially divisive topics on School premises must be avoided and visiting speakers must not promote partisan political views.

The School's responsibility to pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

All visiting speakers will be subject to the School's Visitor Code of Conduct set out in this Policy. In advance of the visit, a copy of the Visitor Code of Conduct is emailed to visiting speakers for them to sign. The signed copy is retained by the Head of HR & Compliance.

**Protocol**

This protocol applies even where the visiting speaker is a parent.

All requests for outside speakers (be this from staff or pupils) must firstly be discussed with the Senior Deputy Head.

When a visiting speaker visit is arranged, the electronic visiting speaker form should be completed by the member of staff organising the visit.

The School will undertake a risk assessment before agreeing to a visiting speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on the visiting speaker and/or their organization, as appropriate, which may include internet searches and/or contacting other schools where the proposed visiting speaker has spoken previously. A record of these checks is kept. Once a speaker has visited the School, future checks should be proportionate.

Although it is not always possible, it is prudent to invite speakers from an established organisation, company, charity or other group whose aims are well-documented.

Talks and presentations should not be used to raise funds without the prior written permission of the Head.

The School will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

The School will obtain an outline of what the visiting speaker intends to cover in advance of the visit. Staff should ensure that they allow time for this. The School will also request a copy of the visiting speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils who will be in attendance and does not undermine fundamental British values or the ethos and values of the School. This is recorded on the online visiting speaker booking form. Visiting speakers must not use their own USBs or other external devices. PowerPoint presentations or other electronic media must be emailed to the School in advance so that they are screened by our anti-virus software.

All visiting speakers will be required to bring proof of ID. It is the responsibility of the School Office staff to check the ID and of the organising staff member to supervise the speaker at all times.

A member of School staff will be present during the visit/talk and will monitor what is being said to ensure that it aligns with the values of the School and fundamental British values. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that School staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Head as soon as reasonably practicable after the talk/visit.

Once the talk/visit has taken place the member of staff organising the visit should complete the electronic evaluation form.

If a visiting speaker is carrying out other duties for the School, on a paid or unpaid basis, then they are likely to be categorised either as staff or as a volunteer. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers. All visiting speakers, other than parents in a visiting speaker capacity, are recorded on the Single Central Register.

In fulfilling its Prevent Duty obligations the School will not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership status, gender reassignment, age and disability (together known as **"Protected Characteristics"**).

The School will keep a formal register of visiting speakers. Any information gathered will be processed and retained in accordance with data protection legislation[1]. A copy of the School's Privacy Notice is available on the website

---

[1] **"Data Protection Legislation"** means any data protection legislation from time to time in force in the UK including the Data Protection Act 2018 and the UK General Data Protection Regulation (or any successor legislation).

**Linked policies**

- CCTV Policy
- Code of Conduct for Adults in Supervision of Pupils Who Are Not Employees of the School
- Equal Opportunities Policy
- Prevent Policy
- Privacy Notice
- Safeguarding and Child Protection Policy
- Safeguarding Information for Volunteers and Visiting Speakers
- Taking, Storing and Using Images of Pupils Policy