Staples Road Primary School

VISITORS POLICY & VISITING SPEAKERS AGREEMENT



STRIVE, RESPECT, SUCCEED

Approved by:	Local Governing Body
Last reviewed on:	October 2026
Next review due by:	October 2028

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- Collective Worship Policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education DfE

1. Introduction

Visitors are welcome to Staples Road Primary School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines. It is our aim to safeguard all children under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Staples Road Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines.

2. Visitors Invited to the School

- Where possible permission should be granted by the Headteacher before any visitor is asked to come into school.
- All visitors must report to reception first and state the purpose of their visit.
- All visitors will be asked to sign in using the school's signing in procedure and wear an identity label.
- Visitors will be escorted to their point of contact who remains responsible for them while on site.
- Any visitor who is not DBS checked must not be left alone with students at any point. Regular visitors must have DBS clearance.
- On departing, visitors must leave via reception, sign out, and return their identity label.

3. Use of External Agencies and Speakers

At Staples Road Primary School we encourage the use of external agencies or speakers to enrich the experiences of our students; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.
Our school will assess the suitability and effectiveness of input 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.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work.

4. Unknown/uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely. If necessary, they will be escorted to reception or asked to leave immediately if non-compliant. Police assistance will be requested if needed.

5. Governors

All governors have DBS clearance, must sign in and out, and wear an ID badge at all times on site.

6. Staff Development

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

Staples Road Primary School Visiting Speakers Agreement

At Staples Road Primary School we understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our children we expect

all visiting speakers to read and adhere to the statements below:

- 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.
- Visitors will also be accompanied by a member of staff at all times.