



# **Northway Community Primary School**

## **Visitors' Policy and Visiting Speakers' agreement**



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

### **Introduction**

Northway Primary School is part of a wider community. Occasionally, we have speakers from our wider community who enrich our pupil's experience of school, providing students with information that helps them to widen their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that the information they receive is aligned to the ethos and values of the school and British values. Additionally, Northway works in partnership with external agencies to support the health and wellbeing of our pupils. Visiting professionals may regularly visit school to work with pupils and staff.

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.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All governors of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

**This policy applies to all visitors invited to Northway Primary School.**

### **1. Visitors Invited to the School**

Where possible, permission will be granted by the Head teacher before any visitor is asked to come into school. The Headteacher 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 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.
- All visitors will be required to wear a visitor lanyard (green for those with DBS and red for those without)

- 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 unless this has been arranged in advance and satisfactory DBS checks have been carried out.
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point on the playground.
- On departing the school, visitors should leave via reception, sign out and return their identification lanyard to reception.

## **2. Visitors whose purpose is to work with students in some capacity:**

- Visitors may work with students in a variety of capacities, for example, 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 normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with students at any point. 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 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.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

## **3. Use of External Agencies and Speakers**

At Northway 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. 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 be connected with the rest of the school curriculum so we will 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 from external agencies or individuals to ensure that:

- Any messages communicated to pupils 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.

We recognise, however, that the ethos of our school is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this in line with this policy.

#### **4. Unknown/Uninvited Visitors to the School**

- Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site.
- They will then be escorted to reception to sign in and be issued with an identity lanyard.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed immediately.
  - The Headteacher 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.

#### **5. Governors**

- All governors have DBS clearance.
- Governors should sign in and out.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

#### **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.

**September 2026**

## Northway Community Primary School

### Visiting Speakers Agreement

Welcome to Northway Primary School. At Northway 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 our pupils support the fundamental British Values of democracy, equality and the importance of law and our school values of aspiration, courage, honesty, perseverance & resilience.
- Any messages communicated to our pupils 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 match those discussed with the organiser of the event.
- Activities are matched to the needs of students
- Visitors will also be accompanied by a member of staff at all times.

**Please sign to show your understanding of this agreement:**

..... (Signature)

..... (Print name)

..... (Organisation)

..... (Date)

