



# SOLIHULL

## Visitor & Visiting Speaker Policy

**Owner:** Bursar  
**Reviewer:** Assistant Head (Co-Curricular)  
**Last Reviewed:** September 2023

Version 5

## **Introduction**

Solihull welcomes parents and other visitors to the site who look to support the school's staff and pupils in the wide range of activities that take place. At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the pupils and staff, and to protect the school's facilities and equipment from misuse or vandalism.

This main focus of this policy is effective during term-time Monday to Friday between the hours of 07.30 and 18.00 and wherever possible visitors should be encouraged to arrive between these times. It is effective on both the Warwick Road and the Saint Martin's campuses.

## **General Requirements for Visitors to School**

Visitors must report to Reception (Warwick Road or St Martin's Campus) or the Bursary (Warwick Road) when arriving or leaving the school; they will be asked to sign in and out and to wear a visitor's badge.

If visitors arrive before 08.30, the member of staff responsible for arranging the visit must make appropriate arrangements to meet the visitors and arrange for them to return to Reception or the Bursary as soon as it is open to sign in and collect their visitor badge. At the end of their time in school, visitors must sign out and return their badges. If visitors depart after 17.00 the member of staff hosting the visit should retain the visitor badge once the visitors are ready to depart and subsequently return the badges.

Pupils are regularly reminded that, in the event of seeing a person they do not recognise and are not displaying a visitor badge, they should report this to a member of staff. Staff should always approach someone they do not recognise who is not wearing a visitor badge and offer their assistance. The visitor should be escorted to Reception or the Bursary or, if they have no reason to be on the school site, escorted off-site.

Pupils and staff should not put their own safety at risk and if they have any concerns, they should report them immediately to either Reception or a member of SLT, SMG or PMG.

Visitors who should wear badges:

- Those enquiring about admission to the school who leave the reception area, for example to tour the school with a guide.
- Adults attending an employment interview.
- Teachers/pupils from other educational establishments (other than those here for a sports fixture or such event where all members of the party are always escorted).
- Contractors working on site.
- Former pupils.
- Visiting speakers (see below).

Exceptions to Visitor Requirements:

- Employees/registered visiting teachers/coaches/volunteers of the school and contractors included on the school central register (who are required to wear their personal identity badge). They should wear their blue or red lanyard, where relevant.
- Governors, who should wear their red lanyard.

- Pupils enrolled at the school.
- Suppliers/contractors making deliveries or collections, provided they are not anywhere other than the delivery point.
- Parents/guardians dropping off or collecting pupils and who remain outside any school building.
- Parents, visitors or Governors who have been invited to visit the school as part of a scheduled open morning, special calendared event or scheduled performance by a class, team or group including sporting fixtures, concerts, plays and debates.
- Other adult participants in organised and school approved activities out of school hours.
- All visitors who remain in the Reception area/Headmaster's/Head of the Senior School/Head of the Prep School or Deputy Head's offices/Bursary.

### **Visitors to Classrooms and other educational areas**

#### **Parents or Visitors Attending Events**

Parents or visitors who have been invited to visit the school as detailed in the 'Exceptions to Visitor Requirements' above are restricted to the areas of the school where the event is taking place.

Parents and visitors should only use the designated adult toilet facilities and must not access pupil toilet or changing facilities. Signage should be arranged where necessary by the member of staff running the event/activity.

If parents or visitors wish to access other areas of the school they must first report to either Reception or the Bursary where they will be asked to sign in and wear a visitor badge.

#### **Visitors outside of core school hours**

Any independent visitors to the school within term time outside of core school hours must be met at Reception or the Bursary (or predetermined location) and must be accompanied at all times throughout the visit.

External hirers of school facilities outside of core hours will have had to complete a hire agreement which requires the hiring body to name a responsible person who is required to confirm that as a hiring group/individual, they will abide by all relevant school policies and principles and, additionally, manage the remainder of their group whilst on site ensuring that none of the group are free to wander the site.

#### **Visitors out of term time**

Visitors expected outside of term time will, in most instances, be notified visitors to named members of staff and it is expected that the host member of staff will always manage and supervise these visitors. All contractors attending and working on site via the Maintenance, Grounds or Marshals Department must be signed in and provided with a visitor/contractors badge, which should be worn with due regard to the individuals safety.

### **Visiting speakers**

The school often invites speakers from the wider community to give talks to enrich our pupils' experience. The school recognises the enormous benefit gained by pupils from these speakers. Both the school and pupils greatly appreciate the time and effort that visiting speakers put in to their presentations.

The purpose of this section is to set out the school's obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers.

## **Overview**

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

The school's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the school and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Early Years already focus on children's personal, social and emotional development. The Early Years Foundation Stage framework supports early years providers to do this in an age-appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

## **School Protocol**

All requests for outside speakers (be this from a pupil or school staff) must be made to, and approved by, the Assistant Head (Co-Curricular), who will also ensure that the appropriate entry is made in the school diary.

The school will undertake a risk review/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 will also conduct research on the visiting speaker and/or their organisation, as appropriate. 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 speaker intends to cover in advance of the visit. In some cases, the school may 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 to be in attendance and does not undermine British values or the ethos and values of the school.

The member of staff organising the visiting speaker will complete the required information contained within the Microsoft Form link provided highlighting the background checks that have been carried out. Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented. The Assistant Head (Co-Curricular) will keep a formal register of all visiting speakers.

#### [VISITING SPEAKER KCSIE REGISTER 2023-24](#)

Any unsupervised access to pupils will be highlighted to the Assistant Head (Co-Curricular) and the Bursar who will ensure relevant safeguards are implemented before the visiting speaker attends the school. Where relevant the Head of the Senior School and the Head of the Prep School will also be informed. Any information gathered will be kept in accordance with the school's Privacy Notice.

All visiting speakers should be directed to Reception where they will be required to show an original current identification document including a photograph and be asked to sign the visitor's book. The visiting speaker will be issued with a visitors' badge which they must wear at all times whilst on school site, in line with the general visitor procedure. Visiting speakers may also be briefed on the school's Safeguarding & Child Protection Policy and relevant Health and Safety information.

Visiting speakers will be supervised by a school employee whilst on site. At no point will a visiting speaker be left unsupervised whilst pupils are present. A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and 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 Headmaster or in his absence, the Head of the Senior School, Head of the Prep School or the Bursar as soon as reasonably practicable after the talk/visit.

Should the visiting speaker be addressing students during an online discussion or virtual presentation, this should take place in line with the above protocol. Whilst a visitor's badge is not appropriate in this context, the same procedures should be followed, checks completed and details should be entered into the KCSIE register. A member of staff should again be present throughout the presentation.