Visitors Policy and Visiting Speakers Agreement

Approved by Trust Board:	Approved on 03.09.2026
Policy Owner:	Director of Safeguarding and School Operations (Trust DSL)
Policy Reviewed by:	Executive Team
Version:	5
Next Review:	September 2027
Review Frequency:	Annually
Consultation with Unions:	No
Location of Policy:	Trust Website / Staff SharePoint / Localised Policies on Individual School Websites

This policy is prescribed by Inspire Learning Partnership and is non-statutory. All references to 'the Trust', includes all Trust schools and subsidiary organisations.

TEMPLATE TO BE ADAPTED FOR INDIVIDUAL SCHOOL USE

This policy should be read in conjunction with the following documentation:

- Child Protection Policy and Safeguarding Policy and all related procedures
- Allegations of Abuse Against Adults Policy
- Protected Disclosures (Whistleblowing) Policy
- Equalities Policy and objectives
- Tackling Radicalisation and Extremism Policy
- Lettings Policy
- Acceptable Use of ICT
- Allergy Safety Policy

The following national guidelines should also be read when working with this policy;

- Prevent Duty Guidance Home Office 2015 – Updated 2021
- Keeping Children Safe in Education DfE 2026 (updated annually each September)
- Working Together to Safeguard Children DfE 20236
- Promoting fundamental British values as part of SMSC in schools DfE 2014

1. Introduction

Visitors are welcomed and encouraged at INSERT NAME OF SC1HOOL. They contribute to the life and work of the school in many different ways. However, it is the school's responsibility to ensure that the security and welfare of its pupils is not compromised at any time.

Safeguarding and promoting the welfare of children means:

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- providing help and support to meet the needs of children as soon as problems emerge;
- protecting children from maltreatment, whether within or outside the home, including online;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

It is our aim to safeguard all pupils under this responsibility, both during school time and in extra-curricular activities that have been arranged by the school. The ultimate aim is to ensure the pupils attending our school, can learn and enjoy all experiences in an environment where they are safe from harm.

It is Inspire Learning Partnership and INSERT NAME OF SCHOOL'S duty, to establish a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, Academy Committee Members, visitors and parents and conforms to the latest child protection, safeguarding and Prevent duty guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal operating hours, during after school activities and on school organised and supervised off-site activities. The school also retains responsibility for safeguarding when pupils are accessing remote learning opportunities.

The school recognises that effective information sharing is essential for safeguarding children. Information may be shared with appropriate agencies where concerns exist regarding a child's welfare. Data protection law does not prevent the sharing of information for safeguarding purposes

The policy applies to:

- All teaching and non-teaching staff employed by the Trust working on any school site or in the facilitation of remote learning.
- All external visitors entering the school site during the school day or who provide remote learning opportunities or for after school activities, including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.
- All Academy Committee Members and Trust Members and Directors/Trustees
- All parents/carers
- All pupils
- Visiting professionals, Including members of the Education Support team, consultants, inspectors etc.
- Building and maintenance contractors

This policy applies equally to all speakers and visitors invited into INSERT NAME OF SCHOOL. It applies equally to those persons who the school have arranged to undertake remote/virtual learning opportunities with the pupils. The Trust and INSERT NAME OF SCHOOL cannot be held responsible for visiting speakers that have been organised privately by other parties/agencies e.g. a parent group, outside of the school day or via remote learning opportunities, that have not been planned and agreed by the school.

The school will maintain evidence that safeguarding information has been provided to visitors. This may include signed acknowledgements, electronic visitor management systems, visitor badges, safeguarding leaflets or QR-code confirmations.

2. Visitors invited to the school

Advance permission should normally be granted by the Headteacher, before any visitor is asked to come into the school or to provide a visit (including any virtual/remote learning experience for pupils) at the school. At least one week in advance of the planned visitor, the Headteacher should be given a clear

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explanation as to the relevance and purpose of the visit, intended date and time for the visit and if applicable, the checklist (Appendix 1) and Page 1 of Appendix 2 completed, in order to consider granting approval.

In school visits

Non-negotiables:

- **Check the Single Central Record every time there is a visitor**
- **Review photo ID**
- **Ensure all visitors sign in and out – including during school holidays**
- **Ensure that the correct coloured Trust lanyard is issued**
- **Provide a verbal briefing – laminated script used by all**
- **Leaflet/QR Code – consistently issued to all visitors**
- **Asbestos register provided – for contractors**

Further detail:

- All visitors must immediately report to the school office first-they must not enter the school via any other entrance.
- At the school office, all planned visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification (e.g. passport, driving license) to verify their identity – planned visitors should be informed of the need to provide this in advance of their visit.
- All visitors will be asked to sign in and out when they leave.
- All visitors will be required to wear a visitor's badge for the duration of their visit. A red/green lanyard will be issued in accordance with DBS and assurance of checks undertaken. The single central record should always be consulted to check that this is correct.
- All visitors will be given a verbal briefing and asked to confirm they have read the schools child protection and safeguarding information leaflet, be made aware of who the DSLs are, how to report any concerns which they may experience during their visit and general health and safety/fire information and sheltering/lock down procedures. There is a separate briefing sheet for supply teachers.
- All visitors will be made aware that any safeguarding concern identified or disclosed during a visit must be reported immediately to the Designated Safeguarding Lead (DSL) and recorded in accordance with the school's safeguarding procedures. Records will include the concern raised, actions taken, rationale for decisions and outcomes.
- Visitors will be informed that they must not photograph, record, livestream or use any form of artificial intelligence, wearable technology or digital device capable of audio, video or image recording without the prior consent of the Headteacher. Any authorised media must be used in accordance with data protection and safeguarding requirements.
- Visitors will then be escorted to the point of contact or their point of contact will be asked to come to the school office to receive the visitor. The contact will then be responsible for them for the duration of their time on site.
- At no point should a visitor be left unsupervised with children.
- In the event of a fire/lockdown alarm/drill, the visitor should be accompanied to the relevant safety/assembly point INSERT LOCATION
- On departing from the school, visitors should leave via the school office, sign out and return their visitors badge toreception.
- Page 2 of Appendix 2 should be completed, if applicable. Check with the Headteacher.

3. Visitors whose purpose is to work with pupils in some capacity:

- Visitors may work with pupils in a variety of capacities, for example, to support the delivery of a lesson, normally accompanied 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, educational psychology or health professionals.
- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who cannot produce evidence of a successfully clear enhanced DBS Check (or where advance assurance of the appropriate safeguarding checks being carried out has not been sought and received), must not be left alone with pupils at any point. This includes: whole class, small group teaching, one to one interviews of students, remote/virtual learning experiences or escorting by students around the building.
  Only if a visitor has satisfactory DBS clearance (seen in person or received through the advance safeguarding assurance checks), has satisfied the school's child protection and safeguarding policy, the school are satisfied that there are no safeguarding concerns and has been approved by the Headteacher, may work with pupils unaccompanied. This must be agreed in advance.
- Regular visitors to the school (e.g. Academy Committee Members) must have Trust DBS clearance. They should appear on the school's single central record. Those involved in the governance of the school cannot commence their role until all relevant checks have been returned and sign off agreed by the Governance Professional.
- Any concern regarding the conduct of a visitor, including conduct that may not meet the harm threshold, will be managed in accordance with the school's Low-Level Concerns and Allegations Against Adults procedures.
- Any visitor delivering a lesson, virtual/remote learning opportunity assembly, must comply with the requirements of this policy and complete the visiting speaker's agreement prior to their visit (Appendix 3).

Virtual/remote learning visits

- Please see the school's remote learning plan and remote learning risk assessment for further information INSERT LINK TO WEBSITE
- Visitors speaking 'remotely' should adhere to the same policies and rules as outlined in Appendix 3 and detailed throughout this policy.
- The speaker should not undertake any activity with children, without at least one other member of school staff present.
- Children should not provide any personal details to the speaker or undertake the activity where any details regarding their location etc. could be disclosed to anyone else who is part of the virtual learning experience.
- The session should not be recorded by any participant, including the speaker, without the express permission of the school. The school will have needed to gain the permission of parents to record any virtual activity involving their children, in advance. If a session is recorded, it should not be released to the speaker without the express permission of all parents of children who are part of the 'meet'.
- The school will always be the 'host' of the virtual experience.
- School email accounts held by the children for the purposes of remote learning, will not be permitted to be used if a group of parents or children organises a 'meet' that has not been pre-agreed by the school and is in line with this policy.

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DBS clearance and barred list check evidence will not be requested for visitors such as children's relatives or other visitors attending a sports day etc so long as are not in regulated activity. These persons will never be left unsupervised with children.

4. Use of external agencies and speakers

At INSERT NAME OF SCHOOL we encourage the use of external agencies or speakers to enrich the experiences of our pupils; 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 Trust and school's ethos, values and fundamental British Values.

We will ensure that visiting speakers and organisations do not expose pupils to harmful online content, misinformation, disinformation, extremist material, inappropriate use of artificial intelligence, or AI-generated content that could pose a safeguarding risk. Materials used within presentations must be age-appropriate and suitable for the audience.

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 and so we need to ensure that this work will be of benefit to our pupils. The school will not permit separation by gender at any school events.

When considering organising a visitor/speaker, the relevant staff member must complete Appendix 1 and Page 1 of Appendix 2, in conjunction with the Headteacher, in order to assess and vet the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and the Trust and school's ethos and values
- Any messages communicated to pupils do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to groom or radicalise pupils 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 age and maturity level of the pupils

If the Headteacher of the school has any concerns during the vetting process, relevant information will be passed on to INSERT MASH/LADO CONTACT DETAILS/Police as appropriate.

The member of staff responsible for booking the speaker must ensure the visitor/speaker agreement form (Appendix 3) is read and signed. This needs to be completed, signed and returned to the school before the visit or presentation can begin.

The member of staff who organised the visitor/speaker should review/evaluate the visitor/speaker by completing Page 2 of Appendix 2. Any concerns should be reported to the Headteacher or another Designated Safeguarding Lead (DSL) immediately. If concerns are raised, the DSL will act to address the concern in line with the school's Child Protection and Safeguarding and Allegations of Abuse Against Adults, policies and procedures. Records will be maintained and necessary parties including the Headteacher, DSLs and Trust DSL informed.

We recognise, that the ethos of our school is to encourage pupils 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.

Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability; also, to help pupils develop the critical thinking skills needed to engage in informed debate.

5. Unknown/uninvited visitors to the school

- Any visitor to the school site who is not wearing an identity badge, should be politely challenged (where it would not put staff in a dangerous position to do so) to enquire who they are and what their business is on the school site. They should then be escorted to the school office to sign in and be issued with a visitor's identity badge if their identity is confirmed.
- In the event that the visitor refuses to comply, or a staff member does not consider it safe to approach them, 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 the visitor refuses to leave and/or is deemed to be posing any safeguarding risk to pupils or staff, or becomes abusive or aggressive, the police will be called, and the sheltering/lockdown procedure may be enacted. This applies equally to parents.

6. Academy Committee Members, Members and Trust Directors

- All Academy Committee Members, Trust Member and Directors/Trustees have enhanced DBS clearance and Children's Barred List Checks.
- Trustees and Academy Committee Members should wear their Trust ID at all times and Trust Members must wear visitor's identification.
- Academy Committee Members and Trust Members and Directors must sign in and out at the school office.
- New Academy Committee Members will be made aware of the policy and should become familiar with its procedures as part of their induction.

7. Contractors (including buildings and maintenance)

The school will seek assurance that any contractor, or any employee of the contractor, who is to work in the school has been subject to the appropriate level of DBS check and other safeguarding checks as necessary.

Contractors engaging in regulated activity will require an enhanced DBS certificate, including barred list information. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check, not including barred list information will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.
Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

If a contractor working at the school is self-employed, the school should obtain the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

- Contractors must follow the same procedure for visitors as outlined in section 2 above, including having their identity checked upon arrival.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed at all times. A copy of the Health and Safety Policy can be provided upon request from the school office. It is also available on the policy page of the school website INSERT LINK
- Contractors on site who are not recognised, or who are not appropriately badged, should be politely challenged and the procedure followed as in section 4 above.
- All contractors related to the maintenance of the building, are invited to read and sign the Asbestos Management folder upon their arrival at the school and prior to the commencement of any works.

8. 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

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Changes History Table

Version	Date	Amended by	Approved By	Summary of Changes
5	September 2026	Director of Safeguarding and School Operations (Trust DSL) and reviewed by the Executive Team	Trust Board	• Updated to reflect KCSIE 2026 and current safeguarding expectations. • Strengthened controls around visitor safeguarding, information sharing and visitor induction. • Introduced new safeguards relating to technology, recording devices, artificial intelligence and online risks. • Enhanced vetting and monitoring of visiting speakers and external agencies. • Updated terminology to align with the Trust's current governance structure.

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Appendix 1: Checklist for Vetting Visitors/Speakers

Name of Visitor/Speaker:

Date assessment undertaken:

✓	Vetting procedures	Notes
	How did the school find the visitor/speaker? **Was the person recommended by a trustworthy person/organisation?**	**Complete and attach Page 1 of Appendix 2**
	Does the school have the visitor/speaker's CV/biography? Are there any concerns it has raised? Does the school have any known safeguarding concerns about the person?	
	Does the visitor/speaker have appropriate DBS and other safeguarding checks in place?	
	Does the speaker maintain any public online presence that raises safeguarding concerns? ?	
	Are there any known concerns regarding discriminatory, extremist, misogynistic, racist or otherwise harmful messaging?	
	Are any materials generated using artificial intelligence and, if so, have they been reviewed for accuracy and suitability?	
	Does the content support equality, inclusion and the welfare of children?	
	Can the visitor/speaker provide references of other schools where he/she has spoken? **What is the feedback from those referees?**	
	Is it possible to meet with the visitor beforehand? Are there any concerns?	
	Have you discussed the school's expectations with the visitor/speaker? **Do they understand the purpose of their visit and any rules the school has in place?**	

Is the person considered suitable to visit/speak? **Yes** **No**

If no, please state the reason/s for this:

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Is a risk assessment, further advice or action required? Yes No

If yes, please add below or attach further details:

Any other comments/notes:
Approval provided by the Headteacher: Date:

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Appendix 2: Evaluating the impact of visitors/speakers
PAGE 1

Visitor/speaker details

Name of visitor/speaker	
Year group(s) addressed	
Nature/topic of the visit	
Date of the visit	

Aims of the visit/talk

Aim of the visit (please tick all that apply):	
	Improve subject engagement
	Raise self-esteem/improve personal or social skills
	Improve attitudes to learning
	Promote British Values
	Contribute to the development of spiritual, moral, social and cultural (SMSC) education
	Enrich the curriculum
	As part of the school assembly/collective worship programme
	Other (please list):

Pre-visit assessment

Why do you think that this speaker/visitor is necessary or beneficial? Note any evidence you have (e.g., observations on behaviour, learning observations, or progress and attainment information). Has the checklist for vetting visitors/speakers been undertaken?

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PAGE 2

Post-visit assessment

Reassess the evidence above, including the checklist. Have there been any changes?

What were the pupils' reflections on the visitor/speaker?

Would you recommend this speaker/visitor again? Why or why not?
If there are any concerns of a safeguarding nature, they should be reported to the Headteacher or a DSL in their absence immediately. The LADO can also be contacted for advice.

Signed:

Print name:
Date:

Ensure that a copy of this report is provided to the Headteacher and DSL: INSERT NAME

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Appendix 3: Agreement and guidelines for visitors/speakers

We understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of visitor/speaker:	
Organisation (if applicable):	
Nature/topic of the visit:	
Date of the visit:	

The visitor/speaker agrees to the following terms and conditions:

1. 1.The presentation must be appropriate to the age and maturity level of the pupil, parent or staff audience. Appropriate dress, language, and behaviour are required by the speaker at all times.

2.The visiting speaker acknowledges the school's zero-tolerance approach to child-on-child abuse, including bullying, discriminatory behaviour, sexual harassment, sexual violence and harmful sexual behaviour, and will immediately report any concerns to a member of staff.
3. The presentation must not incite hatred, violence or call for the breaking of the law.
4. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism (including individuals, groups or organisations that support such acts), extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
5. The visiting speaker must not spread hatred and intolerance or marginalise any group/s in the community and thus aid in disrupting social and community harmony.
6. The content of the speech/presentation/visit must contribute to preparing pupils for life in modern Britain and support both the Trust and school's ethos and values.
7. The visiting speaker must seek to avoid insulting any faiths or groups, within a framework of positive debate and challenge.
8. The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
8. The visiting speaker agrees to comply with the school's Single Equalities and Child Protection and Safeguarding Policy and all related procedures.
10. School staff have the right and responsibility to interrupt, balance or stop the presentation for any violation of this agreement or if they feel concerned at any time during the presentation.
11. The visiting speaker agrees to be accompanied in the school at all times.

I have read these guidelines and agree to abide by them.

Visiting speaker's signature:
Date:

Received by the school (signature):
Date:

Copies of this agreement should be retained by the speaker and the school, being provided to the Headteacher and DSL: INSERT NAME

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