



# KINGS' SCHOOL

## VISITORS WORKING WITH PUPILS POLICY

Policy Reviewed by:	SLT	May 2017
Approved by:	Pupil Support Committee	Nov 2017
Endorsed by:	FGB	Dec 2017
To be Reviewed	3 Yearly	2020

## **POLICY FOR VISITORS WORKING WITH PUPILS**

### **1. RATIONALE**

- 1.1** Kings' School welcomes visitors who are here for a wide variety of purposes. They may be here for meetings, tours, maintenance or to work with pupils.
- 1.2** Throughout the school year, there are numerous occasions when it is beneficial for pupils to have the opportunity to work in school with adults other than those who are members of the school staff. These might include, for example, specialist sports coaches, representatives of local healthcare organisations, and representatives of charitable organisations.

### **2. AIMS**

- 2.1** To ensure that pupils are not at risk from visitors to the school site.
- 2.2** To ensure that pupils have safe, appropriate access at school to the expertise of adults other than Kings' School staff who can contribute positively to their education.
- 2.3** To ensure that visitors to the school who work with our pupils have awareness of the school's expectations of them.

## **PROCEDURES FOR VISITORS WORKING WITH PUPILS**

### **3. BEFORE A VISIT**

- 3.1** Any visitor working with our pupils at school must be approved by the Headteacher/Senior Leadership Team (SLT).
- 3.2** Prospective visitors who may be working with our pupils should be met by their staff host, a nominated member of Kings' School staff, prior to having any contact with pupils. They must provide photographic evidence of their identity. The staff host will ensure that they are issued with their visitor badge and the visitors' leaflet covering Health and Safety and Safeguarding. The staff host should check whether any specific arrangements need to be in place to support their visit, e.g. specific access or evacuation arrangements.
- 3.3** The staff host must satisfy themselves that the visitor is an 'appropriate person' to have contact with our pupils and will seek approval from SLT for this to happen. Staff must check the visitor's background, including their "online presence", taking particular interest in any evidence of radical/extreme views.
- 3.4** The staff host will make it clear to the visitor what the exact conditions/expectations of their engagement with our pupils at school will be.
- 3.5** Unless the visitor is to be under the supervision of a member of Kings' School staff at all times, then they will be deemed to be engaged in "regulated activity" and must provide an EDBS Disclosure for the school, proof of identity

and, where appropriate, a curriculum vitae stating relevant qualifications and the names of at least two referees should be provided. Where visitors are working with pupils in a teaching/guiding capacity, references must be taken up and copies of certificates provided for the school in advance.

- 3.6** Visitors working with our pupils, and who are not under the direct supervision of a member of staff at all times, must be issued with a staff Code of Conduct and Child Protection Policy and this must be discussed with the visitor prior to their engagement with pupils.
- 3.7** If a visitor is to be paid, then his/her name will need to be added to the school's payroll and a personnel number created. A HCC application form will also need to be completed. Payment must be authorised by the Headteacher/Senior Finance Officer prior to employment.
- 3.8** Where the completion of service agreements or contracts are necessary, these must be completed prior to the commencement of the visitor's work at school.

#### **DURING A VISIT**

- 4.1** During the visitors' work with our pupils, members of Kings' School Staff will monitor the success of their engagement, so that information may be passed to Heads of Subject, SLT etc on request.
- 4.2** All visitors must sign in and out at Reception and wear a Kings' School visitors' badge and, if possible, a badge provided by the organisation they represent at all times whilst on School Site.
- 4.3** Visitors must also be made aware of all relevant health and safety procedures by staff host / Reception including where to report in the event of an emergency evacuation of the school.
- 4.4** Visitors must not ask pupils for personal data eg names, addresses, email addresses etc without specific permission from the Headteacher or the Data Protection Officer.

# Kings' School Visitor Approval Form

Request for a guest speaker to be  
in school

<b>Name of Speaker</b>	
<b>Organisation/Affiliation</b>	
<b>Dates in School</b>	
<b>Overview of Topic / Content</b>	
<b>Audience/Year Groups</b>	

- **I understand that the guest speaker needs to follow the Visitors' Policy and remain under staff supervision even in the lecture/workshop**

<b>What control measures have been put in place?</b>  Please state: e.g. Google search of background, previously been in to school, testimonials received, photo ID	<ul style="list-style-type: none"> <li>• Internet search (Google, twitter etc.)</li> <li>• DBS checks done by the School</li> <li>• All have worked in school previously.</li> <li>• References</li> <li>• Photo ID</li> <li>• Have attended Kings' School Safeguarding training</li> </ul>
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<b>Name of staff requesting speaker</b>	
<b>Authorising Line Manager</b>	
<b>Final Headteacher approved</b>	
<b>Date approved</b>	