



BADSWORTH
CofE School

CARE – Prepare – Believe
'I can do all things through Him who strengthens me'
Philippians 4:13

Visitors and Visiting Speakers Policy

October 2025

Policy Introduction

Visitors are welcome at Badsworth (VC) J&I School. They contribute 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.

The 'Prevent' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers', DfE, June 2015) requires schools to have clear protocols for ensuring that any visitors and visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

Linked policies

This guidance should be read in conjunction with other related school policies, in particular:

- Safeguarding Policy
- Safer Recruitment Guidance
- Employee Code of Conduct.
- Health and Safety Policy
- Whistleblowing Policy
- DfE Keeping Children Safe in Education School
- Visitor Safeguarding Guide
- Photographic Images Policy

Types of visitor

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, SEND officers, targeted support workers or health related professionals
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- VIPs – Very Important People
- Other visitors, ie parents/carers, parent helpers, school governors
- Visiting Speakers from the wider community to give talks to enrich the pupils' education

Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged
- All visitors must report to reception first and not enter the school via any other entrance
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification. All Wakefield LA staff and NHS should show their photo ID card.
- All visitors will be asked to sign the visitors' record book.
- Visitors will be given a visitor's badge which should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
 - If visitors find they are alone with pupils/children they should report to a member of staff or reception. This should be explained to visitors.

- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.

Special categories of visitor - VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders

Visiting Speakers

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 or 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 risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

Where possible, permission should be granted by the Headteacher before any visiting speaker 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.

The Headteacher is in charge of coordinating and vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time. 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 vision. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support four school vision and Christian Values
- Any messages communicated to pupils are consistent with the vision of the school and 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 radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs and age groups of students.

As a school we will undertake the following processes to safeguard our pupils against inappropriate or unsuitable speaking visitors:

- A formal procedure for inviting speakers, which involves approval by the headteacher and a clear understanding of why the speaker has been chosen
 - A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously
 - Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented
 - An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand to ensure that they understand they must abide by the school's equality commitments; that there must be no

statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the headteacher

- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present
- Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- All information about the visiting speaker and the booking process should be recorded in the school diary
- Once a person has visited a school, future checks should be proportionate.
- If any concerns over the conduct of the speaker or the content of the presentation are raised by the supervising adult, these should be brought to the Headteacher's attention immediately and a review made of whether future visits suitable. The school reserves the right to refuse access to any visitor who it is deemed may present a safeguarding risk to pupils in line with this policy.

Unknown/uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign in and receive a visitor badge.
- 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.



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Agreement and Guidelines for Visiting Speakers

At Badsworth J&I School we understand the importance of visitors and external agencies to enrich the experiences of our students. 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.

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and 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 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 pupils

I have read and understand this agreement and guidelines

Name.....

Signed.....