VISITOR POLICY

Policy Control Sheet

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Summary of Changes

Date	Version	Action	Summary of Changes
February 2026	1.3	Reformatted	
June 2026	1.4	Updated Policy Reference and Update as Policy to Personalise	Policy reference updated from SF06 to SCH10 and updated as a policy to personalise at a school level.

Contents Page

Statement of Intent 4

1.0 Legal Framework 4

2.0 Authorisation 4

3.0 Safeguarding 5

4.0 Monitoring and Review 5

5.0 Complaints 6

6.0 Exceptions 6

7.0 Unidentified Individuals 6

8.0 Visitor Conduct 6

9.0 Different Types of Visitors to the School 6

10.0 Visiting Agencies Procedures 9

11.0 Prevent Duty 11

12.0 Emergency Procedures for Visitors: 13

Appendix 1: Example - External Speaker/Guest Checklist 14

Appendix 2: Example – Visiting Speaker Log 17

Appendix 3: Visitor Self-declaration Form 18

Statement of Intent

This policy is designed to outline the procedures regarding visitors to our school grounds.

This policy also applies to:

- All our colleagues
- All external visitors entering the school site during the school day or for extracurricular activities, including peripatetic tutors, sports coaches and topic-related visitors (e.g. authors)
- All those involved in the governance of the school
- All parents and volunteers

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members
- Prevent unnecessary disruption to lessons and other educational activities
- Protect our grounds and facilities from vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner.

1.0 Legal Framework

1.1 This policy has due regard to all relevant legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE Guidance 'Keeping Children Safe in Education'
- Childcare Act 2006
- Education Act 1996

2.0 Authorisation

2.1 School Visiting procedures

2.1.1 The headteacher is responsible for implementation and coordination of this policy. The headteacher may instruct another member of the Senior leadership team to implement this policy.

2.1.2 The headteacher or their nominated person will also be responsible for liaising with the site/or reception staff as well as the Designated safeguarding lead (DSL) as appropriate. All breaches of this procedure must be reported to the Headteacher and the Trust Head of Safeguarding.

2.2 The Headteacher and SLT (senior leadership team) will:

2.2.1 Ensure that all staff are aware of and follow the procedures contained within this policy

2.2.2 Authorise visit requests made by members of the teaching staff

2.2.3 Work with external agencies to promote the welfare of children and protect them from harm

2.2.4 Allow access for Local Authority (LA) children's services to conduct, or to consider whether to conduct a section 17 or a section 47 assessment

2.2.5 Ensure that our safeguarding arrangements account for the procedures and practice of the LA as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Partners

2.2.6 Ensure that visitors are welcomed into the school and can contribute fully to the life of its pupils

2.2.7 Individuals who would like to visit the school but are not in contact with a member of staff regarding this, will arrange their visit through the school office.

2.2.8 The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

2.2.9 The school office will be contacted about a proposed visitation in advance. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

2.2.10 Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information in 2.8 and pass this on to the school office for the Headteacher's authorisation.

2.2.11 Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

2.2.12 Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in section 8.

3.0 Safeguarding

3.1 Here at St Patrick's we ensure all visitors receive a warm, friendly and professional welcome, whatever the purpose of their visit.

3.2 We have a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or exploitation. It is our responsibility to ensure that this duty is always uncompromised.

3.3 In performing this duty, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. We therefore require that all visitors, without exception, comply with the procedure described here. Failure to do so may result in the visitor's escorted departure from site.

3.4 We welcome engagement from parents/carers and work hard to ensure a positive relationship, we actively seek to engage with the local community including local support agencies, local employers and local charitable organisations and recognise the benefits these relationships can provide to our students.

3.5 Visitors' services or activities must have a clear educational purpose, add value and relevance to learners learning, complement the curriculum, and be undertaken in accordance with this policy.

3.6 These procedures are designed to ensure;

3.6.1 That visitors can make a positive contribution to pupil's experience

3.6.2 That our pupils are kept safe, and we fulfil our obligation in this regard.

3.6.3 Visitors may be required to undertake/ provide evidence of a DBS check, depending on the purpose of their visit

4.0 Monitoring and Review

4.1 This policy will be reviewed every four years or in the following circumstances:

- Changes to legislation and/or government guidance because of a significant change or event
- In the event that the policy is determined not to be effective

4.2 If you have urgent concerns about the operation or effectiveness of this policy, you should raise them with the Head of Safeguarding who will determine whether a review of the policy is required in advance of the date.

5.0 Complaints

5.1 All complaints about the implementation of this policy will be dealt with under the Trusts Complaints Procedure.

5.2 Complaints should be made in writing and will follow the procedures set out in this separate policy document.

6.0 Exceptions

6.1 Visits to the school by contractors are governed by the school's Contractors Policy.

6.2 Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in section 9

6.3 Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

7.0 Unidentified Individuals

7.1 It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

7.2 Any such visitors will be directed to the school office where they can sign-in.

7.3 If a visitor cannot be identified, the headteacher will be informed immediately.

7.4 If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises, and the police may be called to assist.

8.0 Visitor Conduct

8.1 Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

8.2 The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, Local Governing Bodies, parents or other visitors.

8.3 Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

8.4 In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the school and the Academy Trust for the individual in question.

8.5 All visitors must remember the school is a non-smoking/vaping area and smoking/vaping is not permitted anywhere on the school site. These procedures apply to all types of visitors and the arrangements for specific groups are detailed below.

9.0 Different Types of Visitors to the School

9.1 Approved visitor list.

9.1.1 An approved visitor list will be held by school for visitors who frequently visit the school site to undertake 'regulated activity' (including contractors who may be onsite unsupervised for more than 3 days in a 30-day period, supply staff, Trust staff, social services, school nursing services, etc). This allows such visitors to move freely around the school site.

9.1.2 Those on this list will be asked to provide a 'letter of assurance' from their employer, that includes confirmation that the visitor has a current clear DBS check (issued within the last 3-year period to

meet best practice guidance), it is the responsibility of the employer to ensure DBS checks are available and renewed. It is also the responsibility of the employer to have undertaken all relevant safer recruitment checks and practices before issuing the person's photo ID badge.

9.1.3 Visitors on the approved list **must** follow the same procedures on entry to and departure from the school premises (i.e., come to the main reception and sign in or out).

9.1.4 A copy of the approved visitor list will be kept on file within the main reception office, to allow the reception staff to check photo ID badge against the information held by the school.

9.2 Visitors invited into the school

9.2.1 Any visitor invited into the school will be asked to bring formal identification with them at the time of their visit.

9.2.2 All visitors must follow the procedures below:

9.2.3 Once on the school site, all visitors must report to the main entrance reception before moving about the school site. No visitor is permitted to enter the school via any other entrance, under any circumstances.

9.2.4 At reception, all visitors must sign in using the school online system or visitors record book, which is located in the main reception area. This record includes:

- Visitor's name
- Organisation (if relevant)
- Time of arrival (if using record book)
- Car registration (if parked on school site)
- Visitor badge number (if applicable)

9.2.4 All visitors are required to wear an identification badge. The badge must remain visible throughout their visit. Some visitors will also be required to wear any official identification (e.g. Trust staff, Ofsted Inspectors, NHS staff)

9.2.5 Information will be provided to visitors, regarding fire safety evacuation and safeguarding/child protection procedures, via the relevant method of school sign in facility, and must read these prior to going into the school premises

9.2.6 All visitors working with pupils will be made aware of the School's Data Protection Policy.

9.2.7 Visitors must comply with the schools Code of Conduct and all other policies

9.2.8 Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to reception to receive their visitor. The school contact is then responsible for them while they are on the school premises

9.2.9 Visitors will not be allowed to move about the school site unaccompanied unless they are registered on the Approved visitor list

9.2.10 Visitors departing the school site must leave via the main reception, returning their ID badge as they depart the site.

9.3 Visitors working with students

9.3.4 Teachers or other staff members arranging visitors to the school for educational, safety, health or career purposes must collate all information as detailed in 2.8 and presented in Appendix 3 and passed to the school reception/main office for the attention and authorisation of the headteacher.

9.3.5 Visitors to classes or school for the specific purpose of contributing to a topic/assembly are welcomed and encouraged. In arranging such visits, staff must consult with the headteacher or nominated SLT prior to finalising arrangements. All visitors coming into school to work with pupils must have permission granted by the headteacher before the activity can commence. These visitors must not be left alone to work with students in order to help with classroom management.

9.3.6 Staff must obtain assurance that any materials and topics to be covered by the visitor is age and learner ability appropriate and is subject relevant and meets the aims and objectives of the topic and visit.

9.3.7 Visitors must provide advance notice of any resources they may want to use so that teachers can check the suitability of the materials.

9.3.8 Those who wish to visit the school independently.

9.3.9 Individuals who would like to visit the school that have not pre-arranged with a member of school staff, must arrange this through the school main office, details of which are detailed on our website: https://www.stpatrickprimary.stoccat.org.uk/

9.4 All Visitors

9.4.1 All visitors, however they may arrive, must follow the procedures outlined above.

9.4.2 Any visitor to the school site who is not wearing, or has visible, the appropriate identification, (lanyard or ID badge) will be challenged politely to enquire who they are and their business on the school site. **All** staff members have the responsibility to ensure that this policy is adhered to by all visitors.

9.4.3 Unidentified visitors will also be asked to make their visitor's badge/lanyard visible. If they do not have one, they will be escorted to the main reception to sign in and be issued with the appropriate ID, once their purpose of visit has been confirmed by the appropriate member of staff.

9.4.4 Any visitor refusing to comply will be asked to leave the school site immediately and the headteacher or a member of the SLT will be informed promptly so that consideration can be taken as to whether the Police needs to be informed. The Head of safeguarding to be informed of any situation where the Police have been contacted.

9.4.5 If any visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school site, the Police will be called for assistance. The head of safeguarding to be informed of any such incidents of abuse or aggression requiring Police assistance.

9.4.6 CCTV is in operation throughout the school site. This is an aid in preventing uninvited people in or onto the school site both within and out of the normal operating hours.

9.4.7 Visitors will be issued a different coloured lanyard neckband, depending on whether they have confirmation of their enhanced DBS check (so do not need escorting around the school premises) or do not have an enhanced DBS check (so do need escorting around the school). Colour coding of the lanyards can be found displayed in the main reception.

9.5 Exceptions to the above procedures for school events

9.5.1 Parents/Carers/friends/relatives etc attending scheduled open days, sports events or other 'by invitation' school activities are exempt from the visiting procedures outlined above.

9.5.2 Anyone attending a school event must keep to the areas of the school grounds where the events are taking place (for example, the sports field, hall etc.) and must only use the designated adult facilities.

9.6 Specific rules for certain types of visitors

9.6.1 Contractors

9.6.1.1 The insurance details of contractors will be checked prior to them working within the school site. Contractors employed for non-emergency work should seek to be on the approved visitors list. Risk assessments will be conducted for situations where contractors are employed on an emergency basis to help reach a decision about the level of supervision required.

9.6.1.2 The caretaker or office manager will inform the contractor where students will be working, walking etc, and the headteacher will be kept informed of (if relevant) any additional safeguarding measures as required.

10.0 Visiting Agencies Procedures

10.1 There will be occasions where external agencies, such as the Police and Local authority (LA) Children's services visit the school in relation to one or more of our pupils.

10.2 We will meet our duties to cooperate with such agencies, but we are also conscious of our obligation to protect the rights and welfare of our pupils at all times, even if they are suspected of an offense or an allegation has been made against them.

10.3 Types of agencies

10.3.1 The school may receive a request for access to a pupil from agencies including, but not limited to:

- Police
- LA Children's services
- National Probation Service
- Youth offending teams

10.4 Procedures on Arrival

10.4.1 The visiting agent will report to reception upon arrival, stating the purpose of their visit and offering proof of identification, as well as any supporting documentation such as warrants or court papers.

10.4.2 The visiting agent will be turned away from the school if they are unable to produce sufficient proof of identification, though the school will make every effort to support the visiting agent in verifying who they are by calling their place of work if the identification is insufficient.

10.4.3 Where sufficient proof of identification is received, reception will contact the most appropriate member of staff, who will discuss with the visiting agent whether it is necessary to conduct the visiting agencies business on site. Final responsibility rests with the visiting agent to determine whether the agency business should take place on the school site.

10.4.4 Where it is deemed appropriate for the agency business to be conducted on the school site, the DSL will escort the visiting agent to a designated interviewing room, where they will wait for the pupil. The designated interview room will have previously been risk assessed by the school SLT for privacy and safety with an awareness that some agency meetings do not include school staff. Where it is deemed appropriate for the visiting agent to conduct their business at the school, they will wait in the designated interview room for the pupil to arrive. Except in an emergency, the pupil will be called to the designated interview room, so that the visiting agent's contact does not occur in the presence of another learner. The designated interview room will not be publicised, to maintain confidentiality.

10.4.5 Where a learner has a special educational need or disabilities (SEND), the DSL will consult with the SENCO or educational and healthcare plan (EHC) or individual education plan, to determine if any reasonable adjustments need to be made for the pupil.

10.4.6 Where a pupil has English as an additional language the DSL will determine whether a translator is required.

10.4.7 Before initiating any interview, the visiting agent will meet any legal requirements relating to advising the pupil of their statutory rights.

10.4.8 Where the pupil is an ex-offender, or is suspected of a new offence, they are entitled to the same safeguards and protection as any other pupil, and due regard will always be given to their welfare.

10.5 Emergency Powers

10.5.1 The Police have the powers to enter the school and remove a pupil to ensure their immediate protection, if there is reasonable cause to believe a child is suffering, or is likely to suffer, significant harm. An appropriate adult should remain with the pupil until such a time as either a parent/carer or another nominated appropriate adult can accompany the child.

10.6 Parental Rights

10.6.1 In most cases, the visiting agent will seek consent of parents to contact the school before doing so; however, where there are serious concerns about the safety of a child, it may be necessary for the visiting agent to make contact without parental permission.

10.6.2 Where parents have consented to the visit, and wish to be present, the DSL will request that the visiting agent wait at least 30 minutes for the parent to arrive. If the parent is present and requests to witness the interview, the DSL will advise the visiting agent of this. If the parent is not present the visiting agent will inform the pupil that, if requested, the DSL may remain in the room with the visiting agent and the pupil to witness the questioning, as a nominated appropriate adult. The visiting agent may, depending on the circumstances of the investigation, disallow parents or staff presence during the interview, however, they must provide another appropriate adult for the child.

10.6.3 If the DSL releases the pupil to the custody of the visiting agent (e.g. if the pupil is charged with an offence, or the visiting agent is in possession of a legitimate arrest warrant or court order), immediate steps to notify the pupils parents will be taken by the agency or school.

10.6.4 Where child abuse is suspected, and if the agency officer decides to take the pupil into custody, the DSL will not contact the parents but will provide the visiting agent with the address and telephone details of the parents to assist the visiting agents' compliance with the legal notice requirements applicable to such cases.

10.6.5 Visits by an external agency must be appropriately recorded i.e. in the visitor's log.

10.7 Handling confidential information

10.7.1 Information in relation to a pupil will be shared with external agencies, such as the Police, if it enables them to undertake their duties during a required school visit.

10.7.2 Data protection laws are not a barrier to sharing information where failure to do so would result in a child being placed at risk of harm.

10.7.3 Decisions to share information will be recorded on CPOMS, citing what was shared and with who.

10.7.4 Any information that school receive from other agencies in relation to one of their pupils will be handled in accordance with the Trust's data protection policy, and kept only for as long as is necessary, in line with our retention and destruction policy.

10.8 Visiting Vetting, Disclosure and Barring checks

10.8.1 First time visitors to the school who are visiting for a professional purpose, such as educational psychologists, 3rd party contractors (not employed by the school), social workers, and local authority officers, will be asked to show photo ID and:

- Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or
- The organisation sending the professional, such as the LA or educational psychology service, will provide a letter of assurance to confirm that an appropriate level of DBS check has been carried out (if this is provided, school will not ask to see the DBS certificate).

- Contractors will be recorded on the SCR.

10.8.2 Trust staff must show photo ID and will either be:

- Logged on the central SCR, which each school will have access to, so staff can be verified for safer recruitment checks
- Listed on the SCR under Trust staff and will have a centrally stored letter of confirmation to confirm that appropriate level of DBS check has been carried out for all Trust staff

18.8.3 If in doubt, that staff are sufficiently vetted and checked, the school may call employers, to confirm the identity of staff and request for an updated letter of confirmation or DBS confirmation to be emailed to the school.

18.8.4 If a visitor cannot produce photo identification, which allows the school to identify who they are, they will not be permitted entrance to the school and will need to return with appropriate photo ID.

11.0 Prevent Duty

11.1 We do not tolerate any person who intentionally or unintentionally demeans individuals and groups defined by their ethnicity, race, religion, sexuality, gender, disability, age, or lawful working practices.

11.2 We do not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear, harassment, intimidation, or violence.

11.3 We do not accept the use of offensive or intolerant language by guest speakers.

11.4 We do value freedom of speech and opinion, but recognise that, in the interest of the whole learning community, this must exist within formal guidelines.

11.5 We do recognise that extremism and exposure to extremist beliefs can lead to poorer outcomes for learner.

11.6 We will use the power of education to counteract extremism through the promotion of British values, such as tolerance and freedom of speech.

11.7 We are aware that pupils may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff have been trained to deal with these instances appropriately and proportionally.

11.8 We will endeavour to provide a balance or alternative position to any political views shared by speakers within the school.

11.9 Any people affiliated to a political party who are visiting the academy are prohibited from campaigning during their visit.

11.10 Visiting speakers' procedures

11.10.1 At St Patrick's, we believe in encouraging the use of guest speakers and external agencies to enrich the learning experience of our pupils. We actively scrutinise speakers and agencies to ensure that they do not contradict our ethos or conflict with the legal framework outlined in the Prevent duty. The school fully supports freedom of speech and is aware of the broad range of views and ideas that are needed to support a learner's development. We will endeavour to provide learners with a balanced view of events, ideas, and beliefs. The "Prevent" statutory guidance requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or learners, are suitable and appropriately supervised. The protocols include:

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- Submitting a proposal form for authorisation for the speaker in advance of the visit and allowing enough time to view any supportive materials prior to the visit.

- Conducting research on the person and organisation to establish whether they have demonstrated extreme views/actions.
- Ensuring visiting speakers are always accompanied and are not left unsupervised with students at any point.
- Any staff planning for a visiting speaker to attend the school must complete the proposal sheet (Appendix 1) prior to confirming the speaker.
- Maintaining a formal register of all visiting speakers. (This is attached at appendix 2)]

11.11 Assessing Suitability

11.11.1 The PREVENT duty requires us to have due regard to preventing people from being drawn into terrorism; this includes violent and non-violent extremism, which can create an atmosphere conducive to terrorism, and can popularise views which terrorists exploit. We provide a safe space where pupils can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideologies. Before inviting an external agency or guest speaker, we conduct background research into the relevant parties, ensuring that:

- Any messages communicated to our pupils support British values.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism.
- The group or person is not attempting to narrow the views of pupils through extreme or narrow views of faith, religion, culture, or ideology.
- The subject matters being raised are appropriate for the specific age group.

11.11.2 All members of staff actively work to strengthen learner' abilities to engage in informed debate.

11.11.3 We believe that the best way to combat extremism and intolerance is to empower pupils to challenge these views in an active and constructive manner.

11.11.4 The Head teacher will make the final decision as to the suitability of any guest speaker or external group. The Head teacher or nominated Senior Leader has the right to request a transcript from the speaker prior to any speech being made.

11.11.5 Other than safeguarding issues, there are several other factors that are considered when evaluating the suitability of a guest speaker or external group.

11.11.6 We will consider whether:

- The visit will add value to the pupils' educational experiences.
- The speaker or group has requisite expertise in the subject they are delivering
- The planned activities meet our health and safety guidelines.
- The individual or group has the required DBS checks.
- Relevant references have been provided and checked.

11.11.7 Before the visit, a full risk assessment will be carried out and submitted to the Head teacher or Nominated Senior Leader (Appendix 1) which may be sent out to the visiting speaker in advance of their visit.

11.12 During the Visit

- Guest speakers are made aware that their speech may be recorded or filmed.
- No recordings or videos are made public unless written permission is granted by the speaker. The organiser or a senior member of staff is present during the speech or group activity, to oversee that the relevant guidelines are followed.

- Intervention is considered if the member of staff feels it is necessary.
- Any reasons for intervention are recorded for future reference.

11.12.1 **Balanced presentation**

11.12.2 A balanced presentation of opposing views is important for ensuring our students' spiritual, moral, social, and cultural (SMSC) development. This is applicable when a guest speaker is expressing political or partisan views.

11.12.3 We ensure a balanced approach through:

- Discussions in class.
- Presentations by staff.
- Extra-curricular activities.
- Assigning homework to pupils.
- Other methods we deem appropriate.

11.12.4 The final decision as to whether the subsequent learning activities carried out after the visits have been balanced will be made by the Head teacher or nominated Senior Leader.

12.0 Emergency Procedures for Visitors:

12.1 In the event of an emergency that requires the building to be evacuated, visitors should assemble at the designated place, details of which are displayed on the Key Stage 2 playground and will be communicated to the visitors upon arrival. A staff member will bring visitors logs to the assembly point to check all visitors are safely evacuated and accounted for.

Appendix 1: Example - External Speaker/Guest Checklist

Complete and submit to Head teacher or nominated senior leader, prior to confirming speaker.	
Organiser Name:	
Session title:	
Aim of session (year groups involved):	
Organisation name and address:	
Guest speaker name:	
Resources and content to be used by guest speaker:	
Date resources shared for checking:	
Resources and content seen and checked in advance of session:	Date seen: Resources seen and checked by who:
Resources and content suitable. **If not suitable inform Head teacher or nominated SLT prior to the visit:**	Yes/No Actions taken:
Date of session:	
Approval and signature for session:	Head Teacher/Nominated SLT Signature: Date:
Name of at least 1 member of staff who will meet the speaker and be present throughout:	
In the event of unplanned absence of staff organiser, provide name of another person who can meet the speaker and stay throughout.	

Name of Speaker		
Question	**Answer**	**Actions needed/Comment**
Will the Speaker be supervised at all times during their visit? If not, why not?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Have you carried out safeguarding checks (if appropriate) for the Speaker and have these been recorded in accordance with the school's safeguarding procedures?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Has the Speaker understood and confirmed that their communications in the school will: • Be respectful towards Catholic teachings • Not be prejudicial or detrimental to the Catholic character of the school • Not engage pupils in political activity and • Not cover certain partisan political views which are not deemed relevant or appropriate (provide details if applicable) • Be delivered in accordance with the requirements set out in the DfE's guidance on political impartiality in schools (if appropriate)	YES ☐ NO ☐ FURTHER COMMENT ☐	
Have you reviewed the resources/materials that will be used by the Speaker?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Have you reviewed other resources produced by the Speaker (and by any organisation the speaker	YES ☐ NO ☐	

represents) even if they will not form part of the speaker's activities at the school?	FURTHER COMMENT ☐	
Have you conducted a general internet search using the Speaker's name (e.g. a google search)? If parents or children and young people conducted a similar search are any concerns likely to arise?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Can you confirm that the political views espoused by the speaker/speaker's organisation are in compliance with British values and do not involve taking an extreme political position?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Have school policies and procedures applicable to the speaker been explained to and understood by the Speaker?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Are there any other outstanding issues or concerns with the Speaker and/or their suitability?	YES ☐ NO ☐ FURTHER COMMENT ☐	
Will the Speaker deliver content of a high quality that is appropriate to the age and maturity of the children or young people in the audience?	YES ☐ NO ☐ FURTHER COMMENT ☐	

Appendix 2: Example – Visiting Speaker Log

Name	Speaker/Subject/Topic	Any concerns noted during the visit	Staff who arranged	Date	Signed

Appendix 3: Visitor Self-declaration Form

It is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the school reception prior to entering the school site, agreeing to follow our school procedures put in place to keep themselves, our pupils and staff safe.

Please note: if you do not agree to the school's procedures, you are not permitted to enter the school site. Visits may need to be rearranged in this case.

Declaration

I agree to:

- Follow the school's safeguarding procedures ☐
- Follow the school's conduct procedures ☐
- Follow the school's procedures regarding the use of technology and social media on-site ☐
- Follow the school's procedures regarding confidentiality ☐
- Follow the school's visiting procedures ☐

Name:	
Contact number:	
Company (if applicable):	
Reason for visit:	
Signed:	
Date:	