



St. Francis Xavier's RC Primary School

Love one another as I have loved you

Visitors and Visiting Speakers Policy

Our Mission

Share God's love with one another

Follow your dreams

EXcel in citizenship

Our Mission is to:

- Be a witness to the values, teaching and beliefs of the Roman Catholic Church
- Promote achievement and enjoyment for all
- Expect the best for individuals
- Inspire learning
- Collaborate with the community
- Promote a healthy and safe life style
- Create a sustainable school
- Continually strive to be effective

This policy should be read with the following policies:

- Child Protection Policy 2025
- Preventing Extremism and Radicalisation 2025
- Keeping Children Safe in Education DfE September 2025

Introduction

Visitors are welcome to St Francis Xavier's RC Primary School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences 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 school will safeguard all children during school time and during extra-curricular activities. 'Safeguarding and promoting the welfare of children is everyone's responsibility.' KCSIE September 2025.

Objectives

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines.

The school is deemed to have control and responsibility for its pupils during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school.
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors and artists)
- Education personnel (Local Authority staff, Inspectors).
- Building and Maintenance Contractors.
- Any person who enters the school or the school grounds.

Visitors Invited to the School

Permission should be given by the headteacher before any visitor is asked to come into school. The headteacher (or in her absence assistant headteacher) should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

- All visitors must report to reception and enter through the school front foyer.
- At reception, all visitors must state the purpose of their visit and who has invited them. They will be asked to produce formal identification and photographic identification.
- All visitors will be asked to sign in.
- All visitors will be required to wear a lanyard: green if they have DBS clearance status and red if they do not.
- Visitors will then be escorted to the point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are in school.
- At no point should a visitor with a red lanyard be left on their own with children.
- In the event of a fire alarm, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out and return their identification label to reception.

Visitors working with pupils

Visitors may work with pupils in a variety of capacities, for example, to:

- deliver a lesson (supervised by a member of staff).
- to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one-to-one basis (e.g. Children's services or NHS or other health professionals).

Staff should ensure all normal visitor policy requirements are followed.

Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class or small group teaching, one-to-one interviews of pupils or the escorting by individual pupils around the building.

If a visitor has DBS clearance they may work with pupils unaccompanied. At times this might be teaching a class or a one-to-one interview. This must be agreed in advance.

Regular visitors to the school must have DBS clearance.

Any visitor delivering a lesson or assembly must comply with the requirements of this visiting speakers' policy.

Use of External Agencies and Speakers

At St Francis Xavier's RC Primary 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. The CES Checklist for External Speakers / Organisations Invited to Schools 2022 will be completed and signed off by a member of the SMT (Senior Management Team).

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 values and ethos. 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 so we need to ensure that this work is of benefit to our pupils.

All External Agencies and Speakers must read the Visiting speakers agreement. (Appendix 1)

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

- 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 students 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.

We recognise, however, 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.

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 be issued with an identity label.
- 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, the police will be contacted.

Governors

- All governors have an enhanced DBS.
- Governors should wear their ID lanyard at all times.
- Governors should sign in and out at reception.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

Induction

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.

This policy was written January 2017. The policy was adopted by the Governing Body of St Francis Xavier’s RC Primary School on 15th May 2017 and updated April 2023. It was updated in September 2025.

The policy will be monitored by members of the Senior Management Team and Chair of Governors and will be reviewed every four years.

Signed: *D Hillyer* Date: 10.11.25 Chair of Pastoral Support Committee

Signed: *E Christopherson* Date: 10.11.25 Headteacher

St. Francis Xavier's RC Primary School

Visitors and Visiting Speakers Agreement

At St Francis Xavier's RC Primary School we understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children we expect all visitors and 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 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 needs of pupils
- Visitors will be accompanied by a member of staff at all times

We hope you have an enjoyable visit and thank you for coming to our school.

Pupils and staff at St Francis Xavier's RC Primary School