



## Visitors Policy

At Pattishall CE Primary School, we encourage the use of external agencies or speakers to enrich the experiences of our pupils. Visitors who are invited to speak to pupils will be informed about this policy and relevant vetting checks will be undertaken. Such vetting is to ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in 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 pupils.

All visitors are given a leaflet on their arrival, the first time they visit the school. They are asked to register and sign in at the main reception desk. All visitors and staff are expected to wear a lanyard at all times.

### Safeguarding

- Visitors to the school are made aware of our Safeguarding/Child Protection Policy and procedures on arrival at the school and are given information about what to do if they are concerned about any aspect of child welfare.
- The DSLs are shown in the information leaflet and in the main entrance.
- Visitors new to the school will have their ID checked and a note of their DSB number taken and recorded on the SCR.
- If no DBS is available, then a risk assessment and Section 148 will be carried out until a DBS is obtained.
- Part of this risk assessment is that the visitor will not be left out of the eye-line of a member of staff with a DBS relevant to the school.
- They will be escorted to and from the toilets and never left alone with a child.
- All staff are trained to challenge anyone not wearing a lanyard to ascertain the reason for them being in school.
- Further information is available in our Child protection Policy and the Information Leaflet for new visitors.

### Health and Safety

- Visitors are instructed of the Lock Down and Fire procedures; details of which are on the back of their lanyard and in the information leaflet.
- They are signposted to the emergency exit signs around the building.

### First Aid

- The first aiders are shown in the information leaflet and in the main entrance.
- Information is on the back of the visitors lanyard.
- Visitors are made aware that they are responsible for their own safety and that they should report anything unsafe to the office.

### **Speakers, performers and external agencies:**

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

- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals;
- Any messages 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;
- Activities are carefully evaluated by the school to ensure that they are effective.

Speakers will be supervised at all times and will not be allowed to speak to children without a member of staff being present.

Staff must not invite speakers into the school without first obtaining permission from the Head Teacher.

### **Whistle Blowing**

Where there are concerns of extremism or radicalisation pupils and staff will be encouraged to make use of our internal systems to whistle blow or raise any issue in confidence. (Please refer to the Whistle Blowing Policy).

The arrangements for recruiting all staff, permanent and volunteers, to our school will follow safer recruitment best practice in education settings guidelines, including, but not limited to, ensuring that DBS checks are always made at the appropriate level, that references are always received and checked and that we complete and maintain a single central record of such vetting checks. We will be alert to the possibility that persons may seek to gain positions within our school so as to unduly influence our school's character and ethos. We are aware that such persons seek to limit the opportunities for our pupils thereby rendering them vulnerable to extremist views and radicalisation as a consequence.

Although serious incidents involving radicalisation have not occurred at Pattishall CE Primary School to date, it is important for us to be constantly vigilant and remain fully informed about the issues, which affect the region in which we teach. Staff are reminded to suspend any professional disbelief that instances of radicalisation / extremism "could not happen here" and to refer any concerns to The Designated Safeguarding Leads: Emma McLean, Steph Bruce, Hannah Bowden, Jo Green.

The NSPCC National Whistleblowing Helpline **0800 028 0285** – this line is available from 8:00 AM to 8:00 PM, Monday to Friday and E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### **'No platform for extremists'**

The school is vigilant to the possibility that out-of-hours hire of the school premises may be requested by people wishing to run an extremist event. The school does not accept bookings from individuals or organisations that are extremist in their views.

### **Linked Policies:**

- Child Protection and Safeguarding
- Preventing Radicalisation and Extremism
- Safer Recruitment
- Home Visits and Attendance
- Health and Safety