



**Willingdon**  
COMMUNITY SCHOOL

# **Visitors' Procedure and Visiting Speakers' Agreement**

**Please note that staff receiving visitors need to familiarise themselves with the whole document and Appendix 3 and 4. Visitors themselves need only to be given and read Appendix 5.**

**This procedure should be read with the following policies:**

- Safeguarding & Child Protection Policy
- Collective Worship Policy
- PREVENT Risk Assessment
- Keeping Children Safe in Education DfE 2026

**Reviewed:** September 2026

## **1. Introduction**

Visitors are welcome to Willingdon Community School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. However, it is the school's responsibility to ensure that the security and welfare of its students are not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children under our school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the students of Willingdon Community School can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

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 students anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The procedure 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, artists etc.)
- All governors of the school
- All parents/carers
- All students
- Education personnel (Local Authority staff, inspectors)
- Building and Maintenance Contractors

We may often have visitors who present to students remotely. In this circumstance, all measures set out in the procedure should apply equally to those who have contact with our students remotely as they do for those who visit in person.

## **2. Visitors Invited to the School**

Visitors to the school must adhere to the following:

- All visitors must report to reception first - they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in.
- All visitors will be required to wear a lanyard.
- Visitors will 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 on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, 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 whose purpose is to work with students in some capacity are expected to adhere to the following:

- Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals).
- Staff should ensure all normal visitor procedure requirements are followed.
- Any visitor who is not Enhanced DBS checked must not be alone with students at any point, as agreed with the safeguarding team. This includes whole class or small group teaching, one to one interviews of students or being escorted by students around the building.
- If a visitor has an Enhanced DBS clearance, they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed in advance. This should be checked by staff responsible for the visitor and the protocol for visitors in school which outlines who can and should be left alone with students should be closely followed. This includes location of meeting and parent permissions. These protocols are available to staff separately.
- Regular visitors to the school must have Enhanced DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' agreement.

## **Protocol for the management of external visitors speaking to individual students.**

Please be aware that in order to strengthen our safeguarding procedures we have put in place a protocol for when we have external visitors speaking to students. Please see the guidance below. The meeting room next to the staffroom and INT1 have CCTV for your information and are available to book for meetings.

### **Protocol for the management of external visitors speaking to individual students.**

We have a variety of professionals who come into school from various organisations to help our students in various aspects of their safeguarding, SEMH, SEND and other parts of their lives. These include representatives from services provided by county TASS, CAMHS, social care, counselling, Police, Reboot, Young Carers, Schools Health etc.

In order to keep students, staff and incoming visitors safe please follow this protocol. Where you are unsure of an answer you should consult the DSL or Headteacher.

This is in addition to current safeguarding procedures where we need to ensure that visitor ID/ DBS etc has been fully checked and that we have sought written assurances that those from organisations working in the school have up to date safeguarding checks and HR have been notified of these persons.

Unless an exception is authorised by the DSL or Headteacher:

- Best practice would be that all meetings are accompanied by a second member of staff to provide increased safeguarding from allegations. However, where this is not possible/ appropriate:-
- Meetings must take place in a booked office space or meeting room with the capacity to open the door where this does not result in confidential information being overheard by students.
- Doors must be propped open in line with the school open door procedures which protects staff and students from allegations.
- Where the confidential nature of the meeting means that students and visitors feel that the door should be closed due to the nature/ topic of the discussion a meeting room with a CCTV camera should be used and the doors of that room must not have the glass obscured.
- If students are meeting with external agencies and agencies and/or students want to meet them alone then this cannot happen on school premises unless parental consent has been given in writing. If no consent is forthcoming, then agencies should be advised to meet the student/ family offsite.
- If parents are not happy for agencies to meet students alone and/ or there is a known risk regarding the students as outlined in a Risk Reduction Plan (RRP) of being alone with adults then a second adult from school must be present.
- Where these conditions cannot be fulfilled then meetings cannot be hosted in school, unless an exception is granted by the HT or DSL where not to have a meeting would increase a safeguarding risk.

### **3. Use of External Agencies and Speakers**

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:

- All information about the visiting speaker and booking process is recorded on a suitable proforma (Appendix 1)
- There is a formal invitation procedure, to include a clear outline by the speaker of their presentation in advance which is approved by the Headteacher or a senior member of staff. It is advisable to request the speaker provides a biography of themselves.
- There are appropriate suitability and background checks on the speaker and any organisation they present.
- A formal agreement (Appendix) is signed by the speaker recognising the school's commitment to equality and British Values. This should also make clear that a presentation will be brought to an early close if the content presented is unsuitable.

Any messages communicated to students must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals.

Any messages communicated to students must not seek to glorify criminal activity, violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.

Visitors should be aware of the following:

- Staff will be present during the visit including a member of the senior / middle leadership team who will monitor the speech to ensure it aligns with the values and ethos of the school and British values.
- Staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- There will be no attempt to raise funds without the prior written permission of the Headteacher.
- Depending on the nature of the presentation, either a sample of students or all students present will be asked for their feedback after the presentation. There will also be an opportunity for feedback from staff who are in the presentation, noting any contentious subject areas or comments. This will assist when making decisions about whether to invite the speaker back for future events.

We recognise that the ethos of our school is to encourage students to understand opposing views and ideologies appropriate to their age, understanding and abilities and to be able to actively engage with such ideas in an informed debate. We may use external agencies or speakers to facilitate and support this. By delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any risks to themselves where appropriate to their age and ability. This will further help students to develop the critical thinking skills needed to engage in informed debate.

#### **4. 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 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.

#### **5. Governors**

- All Governors have Enhanced DBS clearance.
- Governors should wear their ID lanyard at all times.
- Governors should sign in and out using the Inventory system.
- New Governors will be made aware of the procedure and familiar with its procedures as part of their induction.

#### **6. Staff Development**

As part of their induction, new staff will be made aware of this procedure and will be asked to ensure compliance with its procedures at all times.

## Appendix 1

### Checklist for Organising a Visiting Speaker Presentation

|                                                                                                                                                                                      | <u>Key Staff</u>                        | <u>Details &amp; date completed</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------|
| 1. Email EMA / SLT line manager about proposed visiting speaker and what they are going to be presenting / discussing. Conduct research into their background, as necessary.         | Organiser of the speaker<br>EMA and SLT |                                     |
| 2. Send out Visitor Information Checklist as outlined in Appendix 3. Ensure response is received and any necessary actions taken in Appendix 4.                                      | Organiser of the speaker                |                                     |
| 3. Agree visiting speaker details/date and share this with SLT line manager and DSC<br>NB – all visits should take place for the whole lesson, to allow for key staff to be covered. | HoD/ HoY / SLT                          |                                     |
| 4. Arrange venue and check availability                                                                                                                                              | Timetable staff                         |                                     |
| 5. Liaise with DSC about classes to be used.<br>Where possible, this should be whole groups.                                                                                         | NT0                                     |                                     |
| 6. Organise for member of SLT, HoD or HoY to be present for the whole presentation.                                                                                                  | SLT / HoD/ HoY                          |                                     |
| 7. Inform all staff involved at least one week in advance, <b>including notifying Reception</b> .<br>Ensure this is on the Daily Bulletin.                                           | Organiser of the speaker                |                                     |
| 8. Ensure staff: student ratio is correct.<br>There should be one member of staff present for every 35 students.                                                                     | SLT                                     |                                     |
| 9. Inform Pawel so photographs can be taken                                                                                                                                          | PSM                                     |                                     |
| 10. Send out Visiting Speakers' Agreement to the visitor.                                                                                                                            | HoD/ HoY / SLT                          |                                     |
| 11. Share any business cards / leaflets with EMA for approval.                                                                                                                       | EMA/AWA                                 |                                     |
| 12. Meet and greet the visitor. Ensure they are accompanied by a member of staff at all times and <b>never</b> left alone with students.                                             | SLT / HoD/ HoY                          |                                     |

## **Appendix 2**

### **PROCEDURE FOR RECEPTION STAFF:**

Please find below details of the types of ID and checks you should be undertaking for visitors to the school.

#### **Supply:**

Supply Teachers to provide photographic ID and DBS certificate number on arrival. Check photographic ID and DBS certificate number with the Supply agency compliance check form supplied by the Cover Manager in advance (HR also supplied with compliance check information). If new supply teacher they must sign to say they have read the visitors agreement. Orange lanyard (DBS check) can be issued.

#### **East Sussex County Council Visitor/Worker:**

All employees from ESCC to show ESCC ID badge. ESCC employee to sign visitors agreement if first time. Orange lanyard (DBS check) can be issued.

(the same rules apply for Kent CC/ NHS and other professional groups as outline in the ESCC flow chart held at reception)

#### **Other specialist trained visitors working with students:**

All visitors who will be working with children need to provide their work place ID, photographic ID and a DBS – sign visitor agreement. The school should be notified of them officially by the place of employment and written assurance provided that all safeguarding checks have been carried out, or they are required to be accompanied. Red lanyard to be issued.

#### **Other:**

Must show work place ID and photographic ID and know who they are visiting so that person can collect them.

**Must be accompanied at all times.** If the purpose of their visit is to work with students or give a presentation to them etc. they must sign the visitor's procedure. Red lanyard to be issued.

## **Appendix 3**

Dear [Visitor's Name],

We are looking forward to welcoming you to Willingdon Community School for your upcoming visit and presentation.

To help us ensure everything runs smoothly and that your needs are fully supported, please could you review the following points and respond accordingly:

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### **Visitor Information Checklist**

To assist us with planning, please confirm the following:

1. **Dietary Requirements:**

Do you have any allergies or dietary preferences we should be aware of?

2. **Mobility Support:**

Will you require any assistance with access around the school?

3. **Parking or Travel Support:**

- Do you require a parking space on-site?
- Or would you like directions from the nearest train station (Polegate)?

4. **Presentation Materials:**

Do you have a presentation you'd like to send in advance? (Please attach or share the file if so.)

5. **Further Information:**

Is there any other support or information you require before your visit?

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## **Appendix 4**

### **Subject: Process for Preparing for Visiting Presenters**

Dear [Staff Name/Team],

When contacting visitors who are scheduled to give a presentation at the school, please ensure the following steps are followed to support a smooth and welcoming experience for them.

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#### **✔ Step-by-Step Process for Contacting Visitors**

##### **1. Initial Contact**

Confirm the date and time of the visitor's presentation. Use the approved template to send them the visitor information checklist (see below).

##### **2. Send Visitor Checklist Email**

In your message, kindly request the visitor to confirm the following:

- Any **dietary requirements**
- Any **mobility issues or access needs**
- Whether they **require a parking space** or **directions from Polegate Station**
- If they have a **presentation to send in advance**
- If they require **any additional information or support**

##### **3. Record Their Response**

As replies come in, please log the information in the shared **[Visitor Info Tracker]**

##### **4. Arrange Support as Needed**

Based on their responses:

- **Dietary needs:** Notify the kitchen
- **Mobility support:** Inform reception and site team
- **Parking/directions:** Reserve a space or send directions from Polegate
- **Presentations:** Forward files to IT support and test in advance
- **General queries:** Liaise with relevant departments as needed

##### **5. Day of Visit**

- Ensure Reception is aware of the visitor's arrival
  - Provide a host or point of contact if needed
  - Confirm catering or access arrangements are in place.
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## **Appendix 5**

# **WILLINGDON COMMUNITY SCHOOL**

## **Visitors' and Visiting Speakers' Agreement**

At Willingdon Community School, we understand the importance of visitors and external agencies to enrich the experience of our students.

In order to safeguard our students, we expect all of our visitors / visiting speakers to read our Visitors' and Visiting Speakers' Agreement and to adhere to the statements below.

- Any messages communicated to students must support fundamental British values and our school values. The fundamental British Values are: **democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.**
- Any messages communicated to students must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals.
- Any messages communicated to students must not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- All visitors must be accompanied by a member of staff at all times and a senior member of staff will be present for all presentations / performances.
- Should the senior member of staff feel the message being given out does not align with the schools' values, they will interrupt and could bring to a close the presentation / performance.
- Visitors should not have phones or cameras out whilst in the presence of students and should not take any photos or videos of students.
- Visitors should not have any social media contact with students through personal emails, personal mobile phones and social media.
- No gifts, including money, should be given out to students, unless agreed before-hand with the Headteacher.
- Should visitors wish to hand out any cards or leaflets to students, these should be checked by the Headteacher beforehand.
- Visitors must maintain confidentiality regarding any information about students, families, staff or school business obtained during their visit and must not share such information, including on social media.
- Visitors must immediately report any safeguarding concern relating to a student to the Designated Safeguarding Lead (DSL) or a member of the safeguarding team.
- Visitors must use professional and respectful communication at all times.
- Visitors must not use AI-enabled smart glasses, wearable cameras, audio-recording devices or other smart technology to record, identify, transcribe or transmit information about students or staff unless explicitly authorised by the Headteacher.
- Visitors who are provided with access to school systems, networks or Wi-Fi must protect login credentials, use only approved systems and immediately report any suspected data protection or cyber-security incident
- **Fire Evacuation - In the event of a fire, a continuous bell will sound. Evacuate the building at the nearest exit and make your way to the playground and report to the Fire Marshal.**
- **Please ensure you follow the school strict no-nut policy. No nuts or nut-containing products are ever permitted in school.**

I have read and agree to the above \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

Visiting: \_\_\_\_\_

**For Office Use Only**

**ID Seen: Y/N**

**DBS Seen / recorded if held? Y/N      Date of Issue:**