VISITOR AND VISITING SPEAKER POLICY

November 2026

1) INTRODUCTION

This policy applies across the whole school including the Early Years Foundation Stage (EYFS).

The School and its staff have a statutory duty regarding the safeguarding of children and take this responsibility seriously. This policy has regard to Keeping Children Safe in Education (KCSIE) and the Prevent Duty guidance (Home Office/DfE) and should be read alongside the School's **Safeguarding & Child Protection Policy**.

The purpose of this policy is to keep in place measures which control unauthorised access to the School during the school day, so as to keep pupils and staff as safe as is reasonably practicable, without prejudicing pupils' education. The procedure is therefore directed at protecting people, not property.

In deciding on appropriate security, the governing body recognises that the School should be seen by pupils as a safe and welcoming place and that security measures should not cause them alarm.

2) Entrances

The main entrance doors to the school buildings all have a lock with a four-digit code. These doors will be kept locked during the school day unless the door is under observation by a member of staff. Staff and pupils will not disclose the code to anyone, including visitors, without the express permission of the Head. The School will change the codes regularly, or if there is a specific reason to do so, to maintain security.

3) Procedure for admission of visitors into the School

The standard operating procedure for all visitors will be for them to enter the School having first visited the School Office at either the Junior School or the Senior School respectively and completed the visitor sign in.

- When the sign-in process is complete, a visitor badge and lanyard are issued. These must be worn visibly and at all times while on School premises and returned to the School Office on departure.
    - Yellow lanyard – issued to visitor who has had appropriate vetting checks
    - Red lanyard – issued to all other visitors, whom must then be supervised at all times.

School Office staff will contact the member of staff expecting the visitor (to this end

it is helpful if the School Office staff are pre-warned of visits).

If School Office staff do not recognise the visitor and/ or do not know their business at the school, they will establish
(i) the identity of the visitor (if appropriate, by asking for an identification document) and
(ii) the purpose of the visit before admitting the visitor to the School and will ensure that the visitor enters adequate details upon signing in.
If in any doubt about the visitor, School Office staff are at liberty to ask the visitor to wait outside and inform a senior member of staff immediately. Otherwise, a visitor would normally be asked to wait in the reception waiting area until collected.

School Office staff should review the visitor sign-in records following a visit to ensure that all visitors who signed in have also signed out, or (if not) that they have left the School's site(s).

All staff have a duty to report to the School Office if they see anyone on the School grounds or in the buildings who seems suspicious, giving the best description of them as they can. The School will keep a written record of such reports (and details) and will decide on appropriate action (report to police, alert all staff, etc.).

Visitors to the School's site at Moor Road South who are known to the School and have a pre-arranged appointment may report directly to that site but must:
- Enter their details in the visitors' book kept at that location
- Wear a school visitor pass and lanyard throughout their visit.

4) Failure to comply with this policy

Failure by a member of staff to comply with this policy may be treated as a disciplinary matter in accordance with the School's Disciplinary Procedure.

The School reserves the right to require any guest to leave the School's premises at any time.

5) Visiting Speakers

We often invite speakers from our wider community to give talks to enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

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 visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

The protocols are:

- All visiting speakers must have a nominated point of contact at the school (the Organiser).
- The Organiser completes section 1 (including attaining sign off) of the Pre-visit Safeguarding Form, ideally 14 days in advance and forwards it to the Executive Assistant for processing
- The Executive Assistant will ask the visiting speaker to complete a Visiting Speaker Form. This form asks them to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (attached to the form).
- The School will carry out appropriate checks on the person/ organisation to establish whether they have demonstrated extreme views/ actions.
- The School will refuse use of its premises to any person or organisation with links to extreme groups or movements. Any refusal will be explained in writing.
- A formal register of all visiting speakers will be maintained.
- Visiting speakers must provide photo ID upon arrival at School.

APPENDIX 1 – General responsibilities

1a) Visitor responsibilities

Visitors to the school are required to comply with the following:

- Report to the School Office desk on arrival, show some form of photo ID (if required) and sign in.
- Wear a school visitor pass and lanyard throughout their visit.
- Read the visitors' information issued at reception.
- Ensuring they are familiar with the evacuation procedure and school assembly points (recorded in visitors' information sheet).
- Ensure they are supervised by a member of staff throughout their visit (where appropriate and always in the case where an Enhanced DBS check is not held).
- Use designated adult toilets only.
- Return the visitor pass to, and sign out at, School Office on completion of their visit.

1b) Staff responsibilities

Staff have responsibility for their visitors and for ensuring the protocols outlined above are followed. In addition:

- Visitors whose purpose is to work with pupils in some capacity must have the appropriate safeguarding checks if left unsupervised with the pupils.
- If delivering a lesson, assembly, etc., the content and tone must be agreed by the member of staff and in line with the school's ethos and this policy.
- Visitors who are parents/ carers of prospective pupils are to provide the name and age of the prospective pupils, and the aim of their visit, when signing in at the School Office. School Office staff will then make the appropriate arrangements with the Director of Marketing and Admissions, Head or others, as appropriate.
- Visitors whose purpose is to conduct maintenance, repairs, etc. to the school site must follow the visitor responsibility protocols listed above. They will be issued with a visitor's lanyard.
- Visitors not wearing a visitor lanyard/ badge must be challenged and be accompanied to the School Office (where applicable).
- Visitors wearing a red lanyard who are not being supervised by a member of School staff must be challenged and be accompanied to the School Office (where applicable).

1c) Pupil responsibilities

Junior School pupils should not challenge any visitors not wearing a lanyard and badge Instead, they must immediately report it to a member of staff.

Within the Senior School pupils may politely direct visitors to the School Office, if they feel comfortable to do so. They must immediately inform the nearest member of staff.

APPENDIX 2 – Staff responsibilities

2a) Visitors whose purpose is to meet with staff

If you have arranged for a visitor to meet with a member of staff, please ensure that:

- School Office staff are informed in advance, so they can put it in the reception log.
- You have communicated with your visitor prior to the visit, draw attention to the following:
  - They should report to School Office and sign in, showing photo ID.
  - They should then wait in reception, to be collected.
  - Any visitor to the School is at all times supervised by you or another member of staff to whom that responsibility is designated.
  - At no point should a visitor be on their own with children.
  - Visitors only use toilets designated for adult use.
  - At the end of the visit, you accompany visitors to reception where they must sign out before leaving.
  - If there is a fire or other evacuation, you accompany visitors to the dedicated assembly point.

2b) Visitors whose purpose is to work with pupils in some capacity

Staff who arrange for visitors to work with children must complete a Pre-visit Safeguarding Form to formally agree the visit. The Head (or in their absence the DSL) will give guidance regarding any specific safeguarding matters.

Please be mindful of the following guidance, which attends to safeguarding issues:

- Staff should ensure all the bullet point protocols in 2a are complied with, as they apply equally to all visitors.
- Any visitor who has not passed all the School's safeguarding checks (which is communicated by the Executive Assistant) must not be alone with any pupils at any point. This includes whole class or small group teaching; or one to one interviews of pupils; or escorting by pupils around the building.
- A suitably vetted visiting professional e.g., an educational psychologist may be authorised by the School to work unsupervised with an individual or group of pupils. This must be agreed with the School well in advance to ensure that any necessary checks can be undertaken and confirmed before the visit.
- Regular visitors to the school must have undergo the appropriate vetting checks. Advice and guidance on the vetting process can be sought from the Executive Assistant or the Head.
- Arrangements are in place that confirm all relevant checks have been undertaken for staff employed at some specific organisations including Newcastle City Council, some local NHS trusts and Westfield School, when they are carrying out authorised and legitimate visits to the School. Visits by staff from these organisations will still need to be authorised by a member of the School's Senior Leadership Team (SLT) using the Pre-visit Safeguarding Form and are required to show their employer's identification on arrival.
- Any visitor or visiting speaker delivering a lesson or assembly must agree the content and tone of that with you prior to the visit taking place. The content and tone must be in line with the School's ethos and aims, be fully compliant with all Equal Opportunities legislation and consider the age and ability of

the pupils.
- If concerns arise, staff must intervene immediately, preventing further interaction and inform the DSL (or Deputy DSL).

2c) Visitors who are parents/carers of prospective pupils

The following procedure is to be followed for parents/ carers of prospective pupils, even if the visit is unplanned:

- School Office staff must take the names of the visitors, including the prospective pupil's name and age, and the aim of their visit.
- The relevant member of staff to be informed of visitors and they accompany parents/ carers throughout their visit.

2d) Visitors whose purpose is to conduct maintenance, repairs, etc., to the school site

Facilities staff must ensure the requisite briefing is given to contractors.

Facilities staff must also ensure that all the protocols above are complied with, as they apply equally to all visitors. Contractors are to wear a visitors' lanyard.

2e) Visitors not wearing a visitors' lanyard and unsupervised visitors

Any adult not wearing a staff or visitors' lanyard and/ or any unsupervised adult wearing a red visitors' lanyard must be challenged by a staff member if appropriate.

Staff not challenging unidentified visitors or raising alarm/ reporting the matter will be neglecting their duty to ensure the School's security and pupil safety and such behaviour may result in disciplinary action being taken.

APPENDIX 3 – Policy for School Office

Staff working on the School Office must be fully conversant with the protocols for:

- All visitors
- Parents/ carers of pupils on school roll
- Parents/ carers of prospective pupils
- Agency and school supply staff
- Pre-arranged visits
- Contractors/maintenance
- Interview candidates
- Unannounced media visits
- Governor visits
- ISI Inspectors/inspection teams.

As the School's front of house, the School Office staff play a vital role in creating a positive first impression. It is essential visitors are dealt with in a friendly, punctual and efficient manner, whilst ensuring the appropriate checks are completed to mitigate any risk to the safety of staff and pupils. School Office staff must ensure that information given to visitors (with regard to the School and/or its pupils) is consistent, accurate and is conveyed by the appropriate member of staff. They should also be confident in following the correct procedure for each type of visitor.

Protocol for all visitors

All visitors to the school must go through the following procedure:

- All visitors, including parents, must report to the School Office
- School Office staff (or other designated member of staff) must check the identity of the visitor and where necessary, the purpose of their visit
- Ensure the visitor completes the visitor sign in process, including:
  - providing the visitor information and details on evacuation procedures.
  - issuing a visitors' pass.
  - Issue a lanyard (refer to section 3, procedure for admission)
- Ask the visitor to wait in the seated area of School Office.
- Contact the respective member of staff who will be meeting/ hosting the visitor.
- Provide every visitor with the Visitor Information leaflet,

Protocol for parents/ carers of pupils on roll

Parents/ carers may visit the school for a pre-arranged meeting, to meet with a member of staff to raise concerns, to drop off a forgotten item such as PE or Games kit, or to collect their child for a medical appointment etc.

Parents/ carers must always report to School Office in the Senior or Junior School.

Where a pupil is being taken off site by the parent/ carer, the relevant School Office must ensure that the parent/ carer is who they say they are. As a minimum, School Office staff must ask any unknown parent/ carer to confirm the pupil's date of birth and then verify this using the School's management information system (iSAMS).

Where a parent has requested a third person collects the child, they must have given the full name of the adult, and the adult should provide ID.

Protocol for parents/ carers of prospective pupils
The following procedure is to be followed for parents/ carers of prospective pupils, even if the visit is unplanned:

- School Office staff to take the names of the visitors, including the prospective pupils' names and ages, and the aim of their visit.
- The relevant member of the SLT is notified and if possible, a suitable member of staff accompanies parents/ carers on the visit.
- Follow protocol for all visitors for the signing in/out of the parents/ carers.

Protocol for agency and school supply staff
All agency and school supply staff must report to the School Office. They are required to provide their photo ID and proof of name and address so the necessary checks can be completed. School Office staff must ensure these staff members sign in, and are issued with a temporary staff identity badge, which they must wear at all times (and return to the School Office when they sign out of the school).

Pre-arranged visits
The protocol for all visitors is to be followed for pre-arranged visitors.
Visitors for the Head must be signed-in, and School Office staff should notify the Head or the Executive Assistant.

Protocol for contractors/ maintenance
The protocol for all visitors is to be followed for contractors/ maintenance personnel who are visiting the school site. School Office staff will contact a member of the Facilities Team to meet with the visitors and accompany them as required.

Protocol for interview candidates
The protocol for all visitors is to be followed for interview candidates. School Office staff will ask the candidates to wait in the seating area of School Office and notify the relevant member of staff of their arrival.

Protocol for unannounced media visits
School Office staff will request that the unannounced media contact the Head via email. Care is to be taken not to be drawn into sharing any views/ opinions regarding the School, staff or pupils, and only the School's official media line be given if the visit follows a high-profile event/incident.

If the Head agrees to meet the media, the protocol for all visitors will be followed.

Protocol for governor visits
The protocol for all visitors is to be followed for governor visits. All appointed governors should be issued with and asked to wear a yellow lanyard and visitor pass.

Protocol for ISI inspectors/ inspection team
ISI inspectors/ inspection teams must have their photo identification checked on arrival. Reporting Inspectors should present an ISI ID badge. Other members of the inspection team may present alternative forms of photo identification. The protocol for all visitors followed.

The Head, or an appointed deputy, must be immediately informed when the ISI team arrives. School Office staff will direct the ISI team to their base.

Separate arrangements may be in place for individual inspectors and this should be confirmed with the Head or the Executive Assistant.

POLICY CONTROL – VISITOR AND VISITING SPEAKER POLICY

Status & Review

Statutory policy or document	No
Publish on school website	Yes
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Version Control

Author	Creation / Revision Date	Version	Status
Head of Sixth Form and DSL (TJI)	March 2026	1.0	Final approved version for publication. New policy – complete re-write replacing (1) Visitors Policy and (2) Visiting Speaker Policy. Introduction of version control
Executive Assistant (TA)	April 2026	1.1	Removed reference to the North Avenue site.
Executive Assistant (TA)	September 2026	2.0	School name changed to The Newcastle School
Executive Assistant (TA)	September 2026	2.1	Head of HR and Administration changed to Executive Assistant