



Day Visitors Policy 2024-2025

Approved by:	F&F Committee	Date:	24 th March 2025
Ratified by:	FGB	Date:	3 rd April 2025
Next review due by:	March 2027 (every two years)		

***'Stay alert and hold firmly to all you believe. Be mighty and full of courage. Let love and kindness be the motivation behind all that you do.'* 1 Corinthians 16:13-14**

Brimscombe C of E Primary often invites speakers/visiting teachers from the wider community to give talks / demonstrations or instruction to enrich our pupils' experiences. The school recognises the enormous benefit gained for the pupils from all walks of life and appreciates the time and effort that visitors put into their visits.

The purpose of this policy is to set out the school's legal obligations when inviting visitors and to set out the standards of behaviour expected from these visitors.

The Prevent statutory guidance (<http://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speaker / teacher are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

The school's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the school as set out in its vision and values and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School Protocol

All requests for outside visitors / speakers must firstly be agreed with the headteacher or senior teacher and if agreed, the risk assessment checklist included as Appendix 1 to this policy completed.

The school will undertake a risk assessment before agreeing to a visitor / speaker attending the school. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check, if relevant. The school may also conduct research on the visitor and/or their organization, as appropriate. The school will not use a visiting speaker / teacher, where any link is found to extremism, such as extremist groups and movements.

The school will obtain an outline of what the speaker intends to cover in advance of visiting. In some cases, the school may also request a copy of the visiting speaker's presentation and/or footage in advance of the session, to ensure it is appropriate to the age and maturity of pupils to be in attendance and does not undermine British values or the ethos, vision and values of the school.

A member of school staff will be present during the visit/talk, and will monitor what is being said to ensure that it aligns with the values, vision and ethos of the school and British values. In the unlikely event that the talk/ presentation does not meet this requirement, visiting speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the headteacher as soon as reasonably practicable after the visit/talk.

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On arrival at the school, visitors will be asked to sign in on the electronic iPad. They will be issued with visitor's lanyard, which they must wear at all times whilst on the school site. All visitors will be referred to the school's Safeguarding procedure which is presented when they sign in on the iPad.

All visitors will be supervised by a school employee whilst on the school site. At no point will a visitor be left unsupervised on the school site whilst pupils are present. Should the specific member of staff need to urgently be excused, a child will be sent to get another school employee to take their place.

If you have any queries regarding this policy, please contact the headteacher.

Signed: NBrown (Headteacher)

Dated: 03-04-25

Signed: [Signature] (Chair of Governors)

Dated: 03-04-25

Appendix 1

Checklist for Visitors / Speakers / Teachers

	ACTION Details of the arrangements	DETAILS
1.	Name of the staff member responsible for booking the visiting speaker / teacher etc	
2.	Name of visiting teacher / teacher etc	
3.	Visitor contact details	
4.	Date of visit / talk / presentation	
5.	Year group attending	
6.	Confirm that: <ul style="list-style-type: none"> • Day Visitors Policy has been shared with visitor • Day visitor has been briefed on the school's Safeguarding Policy 	
	CHECKLIST (RISK ASSESSMENT)	
7.	Visitor bio /reference /organisation and other affiliations (if applicable)	
8.	Details of presentation to be provided (if applicable)	
9.	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc)	

