BRYN DERI PRIMARY SCHOOL

VISITORS AND EXTERNAL SPEAKERS POLICY

Bryn Deri Primary School

2025-26

Visitors and External Speakers Policy

Introduction

Schools have a legal duty of care for the health, safety, security and wellbeing of their pupils and staff at all times. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and Senior Leaders to ensure that this duty is uncompromised at all times.

Schools therefore require that all visitors comply with the following policy and procedures.

Policy Responsibility

The Headteacher is responsible for the implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's office and designated Child Protection as appropriate.

Aim

To safeguard all children under the school's responsibility both during school hours and during out of school activities which are arranged by the school. The ultimate aim is to ensure that pupils can learn and enjoy extracurricular experiences in an environment where they are safe from harm.

Objectives

To have in place 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 and safeguarding guidelines.

Where and to whom the policy applies

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

The policy applies to:

All staff and non-teaching staff employed by the school;
All external visitors entering the school site during the school day or for after school activities;
All governors;
All parents and volunteers;
All pupils;
Other Education related personnel (LA Advisory staff, Inspectors)
Building & Maintenance and all other independent contractors visiting the school premises; and
Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures

Visitors to the School

Before a visitor is invited to the school the Headteacher or a member of the Senior Leadership team must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by a member of the Senior Leadership team before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre visit checks required.

- Visitors must report to reception first. No visitor is permitted to enter the school via any other entrance.

- At reception, all visitors must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff.

- All visitors will be asked to sign the EntrySign system, which is outside the reception office, at all times.

- All visitors, including contractors will be required to wear a visitors badge from the EntrySign system.

- If the fire alarm sounds all staff must immediately escort their visitors to the assembly point in the playground.

- Please ensure that visitors abide by the non smoking policy throughout the school site.

- All accidents must be reported to the school office where an Accident Report Form can be completed.

- Visitors will then be escorted to their 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. External visitors must be accompanied at all times unless they are on the school approved visitors list having been DBS checked.

Visitors Departure from the School

On departing the school, visitors should leave via reception and:

- Log out on the EntrySign system and remove their visitor badge.

- Return identification badge to reception.

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 the visitor's book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head (or Senior Leader if neither is available) should be informed promptly.

The Head or Senior Leader 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, police assistance will be called for.

Parent Helpers and Volunteers

It is not a statutory requirement but best practice advice is that all parent helpers and volunteers complete a DBS check (if not already held) via the School office.

New volunteers will be asked to comply with this policy by the staff they first report to as well as the office staff when coming into school for an activity or class supporting role.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

This policy will be available to all staff and parents on the website and also included as part of the Staff Handbook.

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply and peripatetic staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND

b) A current clear DBS children's barred check has been undertaken AND Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book).

A copy of the approved visitor list will be kept behind reception at all times.

Protocol and Procedures

External Speakers

All schools are required by law to teach a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life. They must also promote community cohesion. Schools recognise the important contribution and value that can be gained from allowing visitors and external organisations in to the school to support this.

New Guidance from the *Prevent* counter Terrorism Strategy which came into effect from July 1st 2015 sets out the responsibilities for 'specified authorities' which includes schools, to have 'due regard to the need to prevent people from being drawn into terrorism'. In fulfilling the new duty, schools are required to demonstrate clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised.

Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues. These duties are imposed on maintained schools by sections 406 and 407 of the Education Act 1996.

Schools will have to make decisions concerning the appropriateness or suitability of external speakers. On occasion schools may be required to vet or undertake background checks for external speakers. If schools are having difficulty in this area then the school should contact the LA's Education Welfare Service for advice and support.

Specific guidance for members of staff organising visits from external agencies and speakers:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, the organiser must discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.
- Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments.
- All staff must inform the relevant school staff of the intended visit and remit of the visitor, e.g. Headteacher, office staff.
- Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the pupils are given time to reflect on what they have learned.

External speakers and visitors must ensure that they comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward - or in the manner in which they express these views or ideas - they do not infringe

the rights of others, or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds.

All speakers will be made aware of their responsibility to abide by the law, and the school's various policies, including that:

- They must not contravene fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.
- They must not incite hatred, violence or call for the breaking of the law.
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such act.
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.

If an external speaker or external visitor contravenes this guidance, the School reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

The decision to grant of refuse permission for any speaker ultimately rests with each school.

Prayer Rooms

There is no requirement to offer any separate facilities for religious observance but many schools recognise that it is good practice to provide a facility that caters for pupils and staff of a particular religion or belief. In doing so schools demonstrate awareness of and respect for the diverse communities they serve.

All previous advice about external speakers will apply and schools should ensure that they know what goes on in prayer rooms. Staff members should always be available to supervise activity in prayer rooms.

Any signage or posters linked to prayers or religion should only be displayed in English and Welsh.

Local Authority Advice

The school is encouraged to contact the Local Authority's Education Welfare Service or the Channel Team should there be any concerns about external speakers. The Local Authority will also to refer to Cardiff's Prevent Lead if the school has any concern about any risks that a speaker may present. Please allow sufficient time for checks to be undertaken.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Cardiff Council DBS Policy

Welsh Government Guidance

Keeping Learners Safe 2022 - The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 - Guidance document no: 283/2022

HM Government Guidance

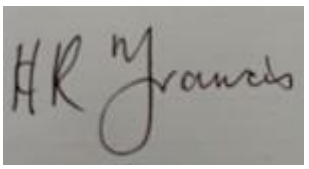
Prevent Duty Guidance: for England and Wales 2023 - Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism

Useful Numbers

Multi Agency Safeguarding Hub – 02920536490

Cardiff Home Office Prevent Lead – c.davies@cardiff.gov.uk

Signed by Chair of Governors on behalf of the Governing Body.

Date Approved by FGB	22-04-26
Signed on behalf of FGB	
Name (Chair of Governors)	Mrs Helen Francis

Date	22-04-2026
Date of next review	April 2028

Arrangements for reviewing the policy

- The implementation of this policy is the responsibility of all stakeholders
- Staff and Governors will review the policy when there are major updates or every 2 years

Date Approved by FGB	
Signed on behalf of FGB	

Name (Chair of Governors)	
Date	
Date sent to LA	
Date of next review (Major Update or Signature + 2 years)	