



Meadow View Farm School

excellence as standard

# Visitors Policy

Adopted January 2023

Reviewed August 2024

Reviewed August 2025

Reviewed August 2026

# Visitors Policy

This policy should be read with the following policies and guidance;

- The School's Safeguarding and Child Protection Policy
- PREVENT Strategy - HM Govt
- Keeping Children Safe in Education – DfE September 2026
- Online Safety Policy 2026

## INTRODUCTION

Visitors are welcome to Meadow View Farm School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is 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 objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, the proprietors, visitors and parents and conform to child protection guidelines.

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.

### **This policy applies to:**

- All staff employed by the school
- All external visitors entering the school site
- The proprietors of the school
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Meadow View Farm School.

### **Visitors Invited to School**

- All visitors must report to the reception entrance and must not enter via any other entrance.
- At the front door, all visitors must state the purpose of their visit and who has invited them and be ready to show formal identification where appropriate.
- A member of the office staff will sign visitors in after checking identification.
- A member of the office staff will issue each visitor with safeguarding, fire and other relevant information and ask them to sign the school's confidentiality agreement as appropriate. If the visitor requires access to any ICT/internet, relevant Online safety and acceptable user policies will be shared and signed (appendix 3).
- 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.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the school office and will be asked to signed out.

### **Visitors whose purpose is to work with pupils in some capacity:**

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one-to-one basis (e.g. Children's services or health professionals)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor (including contractors working on site) who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interview of pupils or escorting pupils around the building.
- If a visitor has DBS clearance they may work with pupils unaccompanied. At times this may be teaching a class or a one-to-one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.

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

At Meadow View Farm School we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum, so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event.

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

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils 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 are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.

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

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

### **Unknown/uninvited visitors to school**

- Any unidentified visitor to the school site should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school office to sign in.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head teacher immediately informed.

- The Head teacher and/or members of the senior management team will consider the situation and decide if 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.

### **STAFF DEVELOPMENT**

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



## Appendix 1

### Confidentiality/Safeguarding Agreement

Our school is a safe place for our children. We pride ourselves on the number of outside visitors we have to the school and the positive feedback we receive about the friendly atmosphere and positive and highly nurturing ethos at MVFS. As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and safe atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognise the trust that is placed in you when you are invited into our school community as a visitor.

I understand that during my time at Meadow View Farm School...

1. I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
2. I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook and Twitter. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
3. I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the Head Teacher.
4. If I have a concern regarding the conduct of the Head Teacher, I will consult the Whistle-blowing policy or seek advice from Public Concern at Work, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are:

Public Concern at Work (Independent whistle blowing charity)

Helpline: 020 7404 6609 E-mail: [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk) Website: [www.pcaw.co.uk](http://www.pcaw.co.uk)

5. I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for child protection (Head Teacher or Deputy Head).
6. I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
7. I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be sent for shredding.
8. I will, at all times, be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
9. I will keep my phone locked away in a designated place and understand that I cannot use my phone when children are around.
10. I will uphold the good name of MVFS in discussions both inside and outside school.

Signed: .....Print name: ..... Date: .....

## Appendix 2

### **Information for visitor**

#### Safeguarding

If you need to share anything that you feel concerned about whilst visiting please speak to:

Designated Safeguarding Lead is Katie Simpson

Deputy Designated Safeguarding Lead is Ben Long

Deputy Designated Safeguarding Lead is Ryan Kilby

Deputy Designated Safeguarding Lead is Claire Wale

#### Fire Alarm

If the fire alarm sounds during your visit, please exit the building by the nearest exit and the member of staff who is responsible for you will guide you to the assembly point.

#### First Aid

If you are unfortunately taken ill during your visit or need first aid treatment, please inform the member of staff responsible for you and they can direct you to our medical room. A first aider can then be sought to assist you.

#### Mobile phones

We ask that mobile phones are turned off during your visit and left in a secure place. Personal belongings can be left in the school office or staff room at the owners risk while your visit takes place.

### Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

#### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

**Name of staff member/governor/volunteer/visitor:**

**When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:**

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

**Signed (staff member/governor/volunteer/visitor):**

**Date:**

