Visitor and Visiting Speaker Policy and Procedure

Lochinver House School assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit. The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and employees. 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 School to ensure that this duty is uncompromised at all times.

In performing this duty, the School recognises that there can be no complacency where Child Protection and Safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with this Policy. Failure to do so will result in the visitor being escorted from the School site. Visitors and Visiting Speakers to the School are prohibited from accessing the School Wi-Fi as Lochinver House School is a mobile free school.

Visitors to the School, for whatever reason, should be planned in advance to ensure that their visit runs smoothly taking into account the need to safeguard the pupils, the reputation of the School and the visitor. We log all visitors that come onto the School site including those who deliver workshops online on InVentry Sign in System or using the Evolve workshops log. The School organiser must complete a workshop booking form to inform Deputy Head and Assistant Head Co-Curricular of date time and content of workshop. All information regarding approved onsite or online speakers must be logged on EVOLVE and, where appropriate, risk assessments undertaken.

There are a number of different types of visitors to the School:

- Visitors who attend the School in connection with the pupils and have a professional role, for example Peripatetic Teachers, sports coaches, Educational Psychologists, social workers, SEND officers, targeted support workers, health related professionals and exam invigilators.
- Invited guests.
- Visiting speakers.
- Visitors who attend the School in connection with the building, grounds or equipment, for example builders, contractors, maintenance staff and IT workers.
- Other legitimate visitors, for example parents and parent helpers.

Upon arrival at the School, all visitors MUST:

- report to the School Office where they will be signed in and issued a visitors badge which must be worn prominently at all times
- bring photographic proof of identity with them which will be verified (passport or driver's licence photo card)
- read all details displayed by ~~above~~ the signing-in books which relate to fire regulations, first aid, photographs, details of Designated Safeguarding personnel and Safeguarding leaflet. Mobile devices must NOT be used whilst on School grounds
- remain in the School office until they are met by a member of staff. Visiting speakers will be met by the School organiser
- be accompanied at all times whilst on the School grounds by a member of staff
- be escorted to the School Office and signed out at the end of their visit.

Visitor Code of Conduct

- All visitors to the School are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. They must act and be seen to act in an open and transparent way.
- During the course of a visit to the School, visitors may become aware of confidential information concerning pupils or employees. All such information must be treated as strictly confidential and a breach of such confidences will be regarded as serious misconduct.
- Any breach of confidentiality associated with the terms of GDPR could result in a civil action against the visitor for damage in addition to any disciplinary action, which would be taken by visitor's employer. Visitors must not reveal to anybody outside School, personal information they learn in the course of their work or visit.
- All visitors must follow the School's Health and Safety procedures (emergency evacuation procedures are included on visitor badges).
- Visitors should **not** be alone with pupils unless this is a legitimate part of their role; for example an Occupational Therapist and the School has assured itself that the visitor has a valid DBS certificate and is familiar with the schools safeguarding policy.
- When signing in, contractors and visitors are made aware that personal mobile devices, such as mobile phones and tablets and cameras, must not be used on the School site in the presence of children, including those in EYFS.

School Governors

- Upon arrival at the School, Governors must report to the School Office where they will be signed in At the end of the visit Governors must sign out at the School Office. During school visits, Governors must wear their lanyards at all times
- Governors are not required to be accompanied around the School site.
- Governors have access to the Lochinver House School visitor Wi-Fi only, and mobile devices must only be used during committee meetings or in adult only areas, such as the staff room.

Visiting Speakers

Lochinver House School is part of a much wider community. As part of our Curriculum Enrichment Programme, we often invite speakers from our wider community to our School. These speakers provide pupils with information that helps them make decision 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. Speakers should enhance the spiritual, moral, social and cultural (SMSC) development of pupils within the School.

Our responsibility to our pupils is to ensure that they have the tools they need to evaluate information for accuracy, relevance and reliability as this is an essential skill in today's information-driven world. The School supports pupils to become more discerning so that they can critically assess the value of the information they receive. We take responsibility to ensure that the information is aligned to the values of the School and to fundamental British Values taking into consideration the School's core ethos and values of Honesty, Kindness and Respect.

The 'Prevent' Statutory Guidance (The Prevent Duty: Departmental advice for schools and childcare providers, DfE, July 2015 , updated 25th July 2023) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

When inviting speakers, the School follows the statutory guidance Keeping Children Safe in Education DfE (KCSIE1st September 2025) with regards to duties of safeguarding and promoting the welfare of the pupils within the School. All staff receive regular safeguarding training updates and reference School's Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct).

Preparation for the visiting speaker

- All visiting speakers:
  - have a nominated point of contact at the School (the organiser), who will consider the content and risks of the speech in relation to our pupil safeguarding policy and specifically our Prevent Duty
  - must outline their specific expertise to the organiser
  - must indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches

- must give clear, accurate and age-appropriate information, taking into consideration the emotional and intellectual levels of the pupils and ensuring that the values of the School and Fundamental British Values are reflected.

- The School (organiser) should check that the work of the visitor or agency is known to them and be considered suitable, accurate and age-appropriate (in respect of child protection see Children's Act 1989). If new to the School an internet search and/or informal reference should be taken wherever possible or practicable.
- The School (organiser) must submit information onto EVOLVE.
- The organiser must ascertain that all information to be communicated by the visiting speaker is lawful. The visiting speaker should provide clear guidelines outlining the content of their speech.
- The visitor speaker must agree to and sign the Visitor Speaker Agreement Form (Appendix 1) before they will be allowed to speak to the pupils.
- The visiting speaker must bring photographic proof of identity such as a valid passport/driver's licence with then which will be verified on arrival (if new to the School).
- The date, time and duration of the session should be confirmed with the visiting speaker together with any requests for resources or equipment needed.
- The speaker and the School should agree and plan for a teacher or the organiser to be present throughout the visit.
- Visiting speaker arrangements are recorded in the School diary and information recorded on Evolve
- The organiser should let the speaker or visitor to know what preparatory and follow-up work is intended.
- It is recommended that there is an opportunity for evaluation after the session and the content discussed between the speaker and the Teacher to ensure effective visits in the future. Evaluations should then be passed on the Assistant Head Co-Curricular.

Virtual Visiting Speakers

In some instances, the School will organise visiting speakers to present to our pupils remotely. When this approach has been agreed this policy will be followed where practicable. We refer speakers to the School's Remote Learning Policy which details remote learning practice and recommendations which must be followed.

Unknown/Uninvited Visitors

Any visitor to the School who is not wearing an visitor lanyard will be challenged politely to enquire their identity and business on the School site. They will be escorted to the School Office to sign in and be issued with a visitor badge until they are collected by the appropriate member of staff. In the event that the visitor refuses to comply or is unauthorised, they must be escorted off site immediately and the Head informed.

Visitors requiring Assistance

We ask visitors to Lochinver House School who need reasonable adjustments or assistance to let us know in advance. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our buildings on a scattered site. We will introduce facilities for wheelchair users and hearing loops as our buildings are upgraded or for any new buildings. We already have several ramps; but do not yet have total coverage of the site. We have disabled parking outside the front door of the Main Building and in both the Music Room and Builders' Arms Car Parks.

Reviewed By	Assistant Head Co-Curricular
Approval Body/ Committee	Full Governors
Last Review	Summer 2026
Next Review	Summer 2029
Policy Linked To	Acceptable Use Policy, Alcohol, Drugs and Tobacco Policy, Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Confidentiality Policy, Curriculum Policy, Data Protection Policy, Equal Opportunities for Pupils, Fire Safety and Evacuation Policy and Procedure, First Aid and Medical Provision Policy and Procedure, Health and Safety Policy, Keeping Children Safe in Education (Sept 2022), Learning Support Policy, Online Safety Policy, Privacy Notice, PSHE, British Citizenship and Careers Policy, Remote Learning Policy, Residents Policy, Risk Assessment Policy, Security Access Control and Workplace Safety Policy.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

APPENDIX 1

LOCHINVER HOUSE

Visitor Speaker Agreement

At Lochinver House School we understand the importance of visitors and external agencies to enrich the experiences of our pupils. These speakers may be on-site or will be addressing our pupils via an online platform. In order to safeguard our pupils and those visiting, we expect all visiting speakers to read and adhere to the statements below.

- 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/speeches are matched to the needs of the pupils.
- Visiting Speakers on-site must be accompanied by a member of staff at all times.
- You have read our Fire Safety and Evacuation Policy and Procedure (for on-site visits only).
- You will provide photo identification when you arrive at the School (provided if new to the School when you arrive or presented online to our staff members).
- When on-site you will wear a Lochinver House School Visitor Lanyard /Badge at all times.
- When signing in, contractors and visitors are made aware that personal mobile devices, such as mobile phones and tablets and cameras, must not be used on the School site in the presence of children, including those in EYFS.

I agree to the Guidelines for Visiting Speakers outlined above:

Name: _____

Company: _____

Association to the School: _____

Signed: _____

Dated: _____

Staff Only:

Research undertaken: _____

Signed: _____

APPENDIX 2 –

VISITORS when pupils are on site

Adults who visit the School on a regular basis with the opportunity for contact with pupils are in "Regulated Activity". The School has undertaken checks to confirm those in regulated activity are not barred from working with children, ID badge has been issued and data listed on the Single Central Register.

