

VISITORS POLICY



POLICY STATEMENT

The BEST Preschool welcomes visitors to the setting to share the work we are doing with the children, whilst ensuring that we do not compromise the safety of the children and employees, thus this policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Keeping Children Safe in Education (2024)
- Working together to safeguard children (2024)

Visiting BEST Preschool can have different purposes:

- Prospective parents/ carers and their children during their induction and settling-in process.
- Scheduled meetings of BEST children's parents/carers with key workers.
- Students, staff from feeder schools and professionals from external agencies, volunteers offering support to children or employees.

The BEST Preschool requires that **all visitors** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

PRINCIPLES

- Visitors' appointments are arranged to ensure **minimum disruption** to the education and welfare of the children, on staff availability only.
- Visitors, as individuals or from external agencies, are invited to **speak to children as part of an educational activity.**
- BEST Preschool **risk assesses the suitability and the impact of visitors** from external agencies or individuals to ensure that:
 - ✓ Any messages communicated to children support fundamental British Values and our school values.
 - ✓ Any messages communicated to children are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
 - ✓ Any messages communicated to students do not aim to glorify criminal activity or violent extremism, nor do they seek to radicalise children through extreme or narrow views of faith, religion, culture, or other ideologies.
 - ✓ Visitors' activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
 - ✓ Activities are matched to the needs of children.

VISITORS' ACCESS PROCEDURE

- On arrival, every visitor must ring the intercom to connect with the Office Manager.
- Visitors will be checked against the ID card.
- Identification should be validated if an employee is at all unsure. This will be done by telephoning the company/organisation they represent to confirm their visit.
- Visitors will be asked for the purpose of the visit, and the appointed person will be announced to pick them up.
- Visitors sign the visitors' book kept on the desk near the door entrance to the hall: name, company or organisation, times of arrival and departure, purpose of the visit/appointed person. The Head of Preschool or Office Manager will, before allowing access, check that the visitor has signed in correctly.
- The Head of Preschool or Office Manager will hand a visitor's badge to place on their clothing to allow staff, children and parents to acknowledge why they are there and brief them on the safety procedures while on premises. To enable the school to account for and care for all visitors to the site in the event of an emergency or practice drill.
- The Head of Preschool, Educational Coordinator or Office Manager is responsible for ensuring the visitor's appropriate supervision at all times when on premises. Visitors are never left alone on BEST premises.
- Once the visit is over, visitors must sign out with the Head of Preschool or Office Manager by writing their departure time in the Visitor's Book.
- They are then escorted off the premises by a member of staff who ensures the door is shut firmly behind them.

BEST holds **a Cold Partners** list in the Single Central Record of the school for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff, health and educational professionals- also called 'cold partners'). To qualify for this list, the cold partners must have demonstrated, before their visit/collaboration contract, that:

- They have a current, clear enhanced DBS check, or ICPO for international cold partners or 'cazier' for Romanian ones, and a copy of this/original has been registered on the Single Central Record.
- Partners on the Cold Partners List MUST follow the same procedures on entry to the premises, electronically signing in and out, as current cold partners visiting our school frequently will be issued a personalised electronic card for attendance.
- The list of such Cold Partners is kept by the Head of School in the Single Central Record.
- Cold Partners are not considered visitors on BEST's premises.

RISK ASSESSMENT OF THE VISITORS INVITED TO SCHOOL FOR EDUCATIONAL PURPOSES

Staff members organising speakers in schools will verify that the visitor is from an organisation whose values align with those of the school. This may involve a series of appropriate checks on the person's suitability, which might include internet searches and/or contacting other schools where the person has previously spoken.

As part of our safeguarding procedures and safety procedures, we ask all visitors to agree with the following, by a reply to-email, before any presentation is delivered in BEST Preschool:

- ✓ The presentation will be age-appropriate.
- ✓ Appropriate language and behaviour will be used at all times.
- ✓ The presentation will not spread intolerance in the community and thus aid in disrupting social and community harmony.
- ✓ Visitors will not incite hatred, violence, or call for the breaking of the law.
- ✓ Visitors will not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any acts of terrorism.
- ✓ Visitors will seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- ✓ Visitors will adhere to the school's equal opportunities and safeguarding, and child protection policies.
- ✓ The visitor will send a copy of the presentation/speaking notes to the appropriate member of staff at least 48 hours before the presentation takes place. Acknowledgement of the fact that the presentation will be brought to an early end if the content proves unsuitable.
- ✓ Visitors read and understood the Visitors to School Policy.

Annexe:

Annexe form 1- Risk Assessment for visitors

Last review: August 2024

Name of signatory: **DAN NICULAIE-FARANGA**

Role of signatory: permanent representative of the governor ITH MANAGEMENT OFFICE SRL

Name of signatory: **ANCA ILIE**

Role of signatory: Head of Preschool

ANNEXE 1 – RISK ASSESSMENT OF VISITORS

Please pass this Form to the Health and Safety Officer = Head of School a week before the event
(with the visitor's agreement)

Name of the Event and Speaker	
Date of the Event	
Nature of Event (talk, demonstration to the children, interactive learning, etc)	
Outline of the Content of the Event	
Point of Contact (member of staff organizing the event)	

Tick to confirm that research has been carried out on the Speaker and the organization they are affiliated	
Tick to confirm that the Speaker has signed the Agreement Form	
Tick to confirm that the Head of School has been informed of the Speaker so that they can be added to the Register of Visiting Speakers in Single Central Record, and the access register, which will be held digitally on the school server	
Tick to confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises	
Not due to be held on school property	
Agreed by the Date.....	
Post Event Evaluation	