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**THE PERSE**  
**SCHOOL**  
CAMBRIDGE

## **Visitors and Visiting Speakers Policy (during normal school hours<sup>1</sup>)**

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### **The Perse School**

January 2019

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<sup>1</sup> Upper School – Weekdays 7:45am to 5:45pm  
Prep School – Weekdays 7:45am to 6:00pm  
Pelican School – Weekdays 8am to 5.30pm

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## 1. Policy Statement

The Perse welcomes parents and other guests to visit the Perse School (the School) and recognises the important contribution and potential benefits which can result from interactions with visitors.

The School is committed to safeguarding the welfare of students and staff members, and protecting facilities and equipment from misuse and vandalism.

It is the intention of the School that every visitor is treated with courtesy and respect and made to feel welcome whilst on the premises.

Visitors may be required to bring photographic identity if necessary (i.e. if they are not known by the relevant member of staff, their identity should be checked on arrival by sight of an original photographic ID document. No copies of the document will be retained).

The control of visitors is a fundamental part of the School's safeguarding of students, staff and property.

This policy covers the procedures followed for visitors to the School during normal school hours. All visitors attending organised School events outside normal school hours are either greeted at the door by a member of staff (Perse Pelican School) or required to pre-book (Prep School) or enter the School via a designated access point (Upper School). The Upper School site is controlled by a security guard. Pupils are not allowed access to School premises outside normal school hours unless they are waiting to take part/taking part in a school activity in which case they will be supervised by a member of staff.

Appendix 1 of this policy outlines the visitor procedures followed at the School during normal school hours.

Appendix 2 of this policy outlines the special additional procedures that are in place for inviting visiting speakers.

## 2. Visitor Code of Conduct

This Code of Conduct applies to all visitors to the School and is printed on visitors' badges.

1. *You must wear this visitors' badge in order that it can be seen at all times during your visit.*
2. *You must be accompanied by a staff member throughout your visit (unless you are on the Safeguarding Approved Personnel list and so compliance checked).*
3. *You must return the visitors' badge to reception on leaving the school and sign out.*
4. *If you notice any unsafe or inappropriate behaviour or health and safety issues you must report it to one of the Safeguarding Personnel (as identified on the poster in reception).*
5. *You must take reasonable care of you own health and safety and that of others at the school.*
6. *You may only use staff toilets in School. You may not use the toilets designated for children (marked: Pupils). (At the Pelican School, you may only use the Visitor's Bathroom).*
7. *You must not reveal to anybody outside school, personal information you may learn in the course of your work or visit.*
8. *Should there be a fire evacuation, a member of staff will accompany you out of the building and to the visitor assembly point.*
9. *The School operates a no smoking policy (including e-cigarettes) on all school premises.*

### **3. Parents attending School events**

Generally parents attending the School are treated in the same way as any other visitor and are subject to the terms of this policy.

At the Upper School, parents are issued with parent lanyards when visiting during the school day (including School assemblies, 42 lectures, recitals or productions).

At the Prep School, parents are issued with a visitors' lanyard for official visits during the school day (e.g. meetings with staff, volunteering for school events).

At the Pelican School, parents are issued with a visitors' lanyard for official visits during the school day (e.g. meetings with staff) and parents attending meetings of the Association of Pelican Parents are checked against a list of attendees.

However, the School recognises that it is not practical or desirable for parents to have to follow the strict registration arrangements and for them to be accompanied at all times when attending ad hoc events (such as sports fixtures, and school assemblies in the Prep and Pelican School).

Parents will, however, be expected to adhere to paragraphs 4 to 9 of the Visitors' Code of Conduct at all times.

An annual reminder of visiting procedures will be sent to parents.

### **4. School's register of Safeguarding Approved Personnel**

The School holds a Central Register of all personnel who have had the appropriate safeguarding checks (including staff, Governors, volunteers, regular contractors etc), maintained by the HR Compliance Co-ordinator. The School also holds a register of Health and Safety approved contractors, maintained by the Assistant Bursar.

The names of all approved personnel (in addition to current members of staff) are held on the *Safeguarding Approved Personnel List*, which is available to reception (Upper and Prep) and the school office (Pelican). Individuals on this list will be allowed unsupervised access to the school.

### **5. Visiting Pupils**

Pupils from other schools may visit the Perse from time to time (e.g. for sports fixtures, competitions, etc.). If visiting pupils are accompanied by a member of staff from that school, that member of staff is responsible for the behaviour of those pupils.

If pupils visit the school without accompaniment, parents must complete a medical form and the pupil is in the care of school staff. The pupil should sign in at reception (Upper and Prep) or the school office (Pelican) to ensure they are included in emergency evacuation arrangements.

### **6. Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a Perse lanyard should be challenged politely to enquire who they are and their business on the school site. Staff should not put themselves at risk.

They should then be escorted to reception (Upper and Prep) or the school office (Pelican) to sign the Visitors' Book and be issued with an identity badge. The procedures detailed in Appendix 1 will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of SMT informed. The SMT member 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.

The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

## **7. Risk Assessment**

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Head of the relevant school has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the Deputy Head (pupils) (Upper School) / Deputy Head (Prep School and Pelican School) who has been properly trained in, and tasked with, carrying out the particular assessment.

## **8. Record Keeping**

All records created in accordance with this policy are managed in accordance with the School's *records management policy* and *records retention schedule*.

Records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use the personal data of pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's *data protection policy for staff, governors and volunteers* and *information security and sharing data guidance* which are both contained in the *data protection and information security handbook*.

## 9. Version Control

Date of adoption of this policy	3 <sup>rd</sup> September 2018
Date of last review of this policy	4 <sup>th</sup> January 2018
Date for next review of this policy	January 2019
Policy owner (SLT)	Deputy Head (Pupils) – Upper School Deputy Head – Prep and Pelican Schools
Authorised by	Sir David Wright On behalf of the Board of Governors
Circulation	Governors / all staff / parents / pupils [on request] Published on the School's website and PersePortal and available from the School Office on request

# Appendix 1

## Visitor Procedures

### Appendix 1 – Visitor Procedures

#### Visitors to the Upper and Prep Schools

Visitors to the Upper and Prep Schools may be asked to bring formal photographic identification with them at the time of their visit (unless they are named on the *Safeguarding Approved Personnel list* or are a visiting pupil). All visitors must follow the procedure below:

- Once on site, all visitors must report to reception first (separate procedures apply for parents attending School events – see section 4 above).
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to show photographic identification to the contact member of staff on request.
- All visitors will be asked to sign the Visitors' Book which is kept in reception at all times making note of their name, organisation, who they are visiting, time of arrival and their car registration.
- The following will be displayed in Reception for the visitor's attention:
  - Safeguarding Personnel poster
  - Text on the visitors pass
  - Emergency evacuation procedures
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- The contact member of staff will be asked to come to reception to receive the visitor or visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Safeguarding Approved Personnel list.

#### Sports fixtures

Visiting schools (pupils and staff), Perse parents, match officials and visiting parents attending sports fixtures:

- Match officials (referees and umpires) will be met by a member of staff on arrival (who will verify the identity of the official). They will use separate changing facilities (usually in the Margaret Stubbs Building at the Upper) and be directed to the correct pitch by a member of staff.
- Fixtures at the Upper: Parents will be directed to the match venue and use adult/disabled toilets in the Margaret Stubbs Building and Sports Hall. After the match, parents will be directed to the Hall/Café for post-match teas.
- Fixtures at Abington and Porson Road (including Prep Fixtures): Parents will be directed to the match venue and use the adult/disabled toilets in the Pavilion. After the match, parents will be directed to the Pavilion for post-match teas.

#### Lunchtime Lecture/ Music recitals/Assemblies

Upper School parents are invited to attend lectures / music recitals advertised in the newsletter. They are required to sign in at reception and are given a parents' lanyard and clear directions to the location of the event. At the same time, they are also instructed to make their way directly back to reception to return their badge and sign out after the event.

## Appendix 1 Visitor Procedures

At the Prep School, parents are invited to attend assembly on a Friday morning – they are not asked to sign in but to proceed straight to the Hall (or for pre-assembly refreshments in the Dining Hall). After assembly finishes, parents are asked to leave the site as soon as possible. The caretaker helps to ensure that all parents have left.

### Tours of the School

Tours of the School take place at various times during the year, and in particular Open Mornings. Prefects and on certain occasions pupils (e.g. Open Day, Open Evening) will be asked to give tours to prospective parents, pupils, interview candidates and visiting teachers. Tours will take a prescribed route and will visit busy areas of the site. Tours will not go into changing rooms or toilets and the guide will accompany guests at all times.

### *Occasional / Temporary Contractors (not on the Safeguarding Approved Personnel List)*

Any external contractor coming onto the premises to carry out maintenance or other such activity, during school hours/when pupils are present, is to be notified in advance to the school, to report to reception on arrival with identification, and will be issued with a visitor's badge. Such contractors will be subject to remote supervision (at the Prep or Upper school).

### Training

New staff members will be given clear instructions to ensure these procedures are followed at all times.

### **Visitors to The Pelican School**

In order to ensure the safety of the children, the entrance to the School must remain locked at all times.

All external visitors to the School must sign in and complete the Visitors' Book with the relevant details asked for. Perse Staff from The Prep and Upper School must sign in on the staff sheet. All Perse staff wear their ID cards on purple lanyards or belt clips.

All new parents visiting the School are greeted at the door. Their details are checked with those entered in the School calendar. Before being shown around the School they complete the Visitors' Book, are given Visitors' badges and are asked to wait in the entrance foyer until the member of staff meeting them is available.

Any external contractor coming onto the premises to carry out maintenance or other such activity, during school hours/when pupils are present, is to be notified in advance to the school, to report to the school office on arrival with identification and will be issued with a visitor's badge. Such contractors will be accompanied whilst at the Pelican school.

Pelican staff members should not open the front door to visitors unless they are able to take them to the school secretary who will arrange for them to sign in. No visitors should ever go straight to a classroom without seeing a member of the administrative staff first.

Pelican staff members may open the door to Larks or Owls children/parents but only if they are then taken to the appropriate member of staff for signing in.



## Appendix 1 Visitor Procedures

Pelican staff members may let parents in to use the visitors' toilet but must advise Larks/Owls or administrative staff that they have done so.

Due to the very short nature of the visit, parents arriving to collect their child during the school day do not need to be signed in, but they must wait in the entrance foyer whilst their child is brought to them.

In the unlikely event of staff seeing a visitor in the school without a visitor's badge, the visitor must be challenged and taken to the school office for identity checks to be carried out.

New staff members will be given clear instructions to ensure these procedures are followed at all times.

At the Pelican School, parents attending assemblies or productions are not asked to sign in but to proceed straight to the hall. After assembly or the production finishes, parents are asked to leave the site as soon as possible. The caretaker helps to ensure that all parents have left.

### **Visitors' Departure from School**

On departing the School, visitors (other than parents attending assemblies at the Prep and Pelican) MUST leave via reception (Upper and Prep) or the school office (Pelican) and:

- Enter their departure time in the Visitors' Book alongside their arrival entry.
- Return the identification badge to reception / the school office.
- A member of staff should escort the visitor to reception / the school office.

## Appendix 2 Visiting Speakers

### Appendix 2 – Visiting Speakers

The Perse has a long tradition of visiting speakers. The School's Cambridge location and connections means the Pelican, Prep and Upper are able to access some world class authorities who give excellent talks, presentations and demonstrations to pupils. These visiting speakers enhance the intellectual life of the School and provide stretch, challenge and inspiration for pupils. We are proud of our tradition of visiting speakers and seek to source high quality and appropriate visiting speakers for assemblies, meetings of academic societies, the 42 and for events such as 'Science Week'.

The Perse welcomes speakers on spiritual topics. The School has a broadly Christian background, but it recognises that many of its pupils are from different faiths or of no faith. The School holds Christian events at key times in the year (Christmas, Remembrance, Founder's Day, Easter) and explores issues of faith and spirituality in School assemblies, inviting speakers with a range of views and opinions. The School also recognises that it can be beneficial to its community if its members feel in touch with their heritage and that their culture is recognised. Before inviting visiting speakers on religious or ethical themes, efforts will be made to ensure that the individual and the religion/organisation they represent uphold British values.

The Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) requires The School to have a clear protocol for ensuring that any visiting speakers, are suitable and appropriately supervised. The Prevent Duty requires the School to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism. Radicalisation is the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of UK armed forces, whether in this country or overseas, are also considered extremist.

All visiting speakers will be subject to the School's usual visitors' protocol set out in this document.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out above.

#### Actions

Any member of staff inviting in a visiting speaker, or overseeing a group of pupils who would like to invite in a visiting speaker, must as a minimum carry out an internet search on the proposed speaker. Pupils may not invite visiting speakers – this must be done through a member of staff.

If the internet search reveals information that indicates the speaker presents a risk of radicalisation then the matter must be referred to the School's Prevent Lead who will discuss the proposed invitation with the Head. The Head will ultimately decide if it is appropriate to invite the speaker to attend the School.

If, despite the online searches, a visiting speaker starts to discuss inappropriate topics, for example issues covered by the Prevent duty, the supervising teacher will immediately bring the session to an end and report the incident to the Senior Deputy Head or Prep/Pelican Deputy Head and the Prevent Lead.

All visiting speakers will be required to bring photographic proof of ID unless the speaker is known by the School. It is the responsibility of the supervising member of staff to check the ID and to supervise the speaker at all times.

## Appendix 2 Visiting Speakers

If a visiting speaker is carrying out other duties for the School, on a paid or unpaid basis, then they may be in “regulated activity” and may be categorised as either staff or a volunteer. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers; HR Compliance must be informed and they will be recorded on the School’s single central register (SCR).

- When a visiting speaker visit is arranged at the Upper and Prep School, the event should be entered into the School calendar via SharePoint and the following information should be provided.
  - Date
  - Name of speaker and Title/Role (e.g. Professor at.../Chief Executive of...)
  - Title of talk
  - Age range at which the talk is aimed (tick year group boxes on calendar entry).

Finally there is a box to tick if the calendar event concerns a visiting speaker and by ticking this the member of staff organising the visit is confirming that they have carried out an appropriate check on the speaker’s suitability for a School audience. If there is any doubt about a speaker’s suitability in terms of the School’s prevent duty, this should be discussed with the Prevent Lead.

The log of visiting speakers can then be downloaded from the SharePoint calendar by applying the ‘visiting speaker’ filter.

- At the Pelican School, details of the visiting speaker and the presentation are added to the School calendar and the Visitors log. The visit is discussed with the Prevent Lead where appropriate. Checks are made in line with this policy.

If any content of a talk proves highly contentious or falls outside the School’s expectations, the member of staff organising the talk must report this to the Head without delay.

In fulfilling its Prevent Duty obligations the School will not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.