THE PERSE SCHOOL
CAMBRIDGE

Visitors (during normal school hours[1]) and Visiting Speakers Policy

The Perse School

September 2026

[1] **Upper School – Weekdays 7:30am 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

This policy applies to the Perse School ("the School") which comprises the Perse Pelican Nursery and Pre Preparatory School including the EYFS setting ("the Perse Pelican School"), the Perse Preparatory School ("the Perse Prep School") and the Perse Upper School ("the Upper School"). References to the Head in this policy are references to the Head of the relevant school.

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 pupils and staff members and protecting facilities and equipment from misuse and vandalism. Pupils and visitors are informed that CCTV is being used on the School's premises.

The School has clear protocols for ensuring that any visiting speakers who might fall within the scope of the Prevent duty are suitable and appropriately supervised.

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 pupils, 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 Reception (Upper School). 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. Regulatory Framework

This policy has been prepared to meet the School's obligations under the following: Education (Independent School Standards) Regulations 2014 (SI2014/3283), EYFS Statutory Framework (September 2021), the Education and Skills Act 2008, the Children Act 1989, the Equality Act 2010 and the Charity Act 2011.

This policy has regard to the following guidance and advice:

- How to Report a Serious Incident in your Charity (Charity Commission, June 2019);
- Keeping Children Safe in Education (DfE, September 2026) (KCSIE);
- Revised prevent duty guidance for England and Wales (HM Government, 2023);
- The Prevent duty: safeguarding learners vulnerable to radicalisation (DfE, Sept 2023);
- School and college security (DfE, July 2024); and

- Controlling access to school premises (DfE, November 2018).

3. Related Policies

The School has the following related policies

- Fire Evacuation Procedures
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Staff handbook
- Behaviour and Discipline Policy

4. Responsibilities and allocation of tasks

a. The Board of Governors, as the proprietor of the School has overall responsibility for all matters which are the subject of this policy.

b. The Head has formal oversight of the implementation of this policy and for ensuring that:

- Visitors to the premises are appropriately supervised;
- All staff, pupils, visitors and contractors understand and adhere to the terms of this policy and to the School's security arrangements and safeguarding procedures generally;
- Staff receive appropriate training and instruction in security matters and understand their responsibilities;
- Pupils are aware of and adhere to the rules relating to visitors and School boundaries;
- There are periodic reviews of security arrangements and security issues posing a health and safety risk;
- There is an appropriate system in place for the reporting, recording, and investigation of security breaches or incidents; and
- Security issues posing a risk to health and safety are assessed and appropriately monitored.

The Head may delegate these duties as appropriate to the Deputy Head (pupil welfare and development), Prep Deputy Head and Pelican Deputy Head, and Director of Operations (who has responsibility for Health and Safety matters).

c. The Director of ICT has responsibility for carrying out regular assessments to ensure the School's security measures remain appropriate, including considering the location and layout of the School, any prior security breaches and/or incidents, any changes in security risk affecting the School and the performance of the existing security measures.

d. The Director of ICT has responsibility for monitoring security breaches and incidents at the School and drawing any concerns they may have to the relevant individual.

e. All staff must:

- Adhere to this policy including the arrangements for visitors and visiting speakers protocol;
- Take all reasonable precautions to ensure their own safety and adhere to this policy;
- Be familiar and comply with the School's guidelines for dealing with unknown/uninvited visitors to the School and/or security breaches;
- Be aware of the School's emergency procedures and the action to be taken in the event of an emergency, major security breach or incident and in particular understand how to:

- Protect themselves, pupils and others on the School's premises in the event of a security breach or incident;
- Safeguard School property;
- Implement the School's emergency plans in the event of a major security breach or incident;
- Report any accident, incident or concern to the Head of the relevant school and/or emergency services as appropriate;
- Ensure that pupils are appropriately supervised when on the School's premises and when entering or leaving them;
- Where applicable, ensure that they release pupils only to the care of individuals who have been authorised in advance by the parent(s) and that pupils do not leave the premises unsupervised; and
- Follow the School's lone working and protection from violence and harassment procedures.

5. Visitor Code of Conduct

The School has a policy of restricting access to the School's premises so far as reasonably practicable in order to ensure the safety and security of pupils, staff, and other authorised visitors to the School.

Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

The Head will exercise professional judgement regarding the appropriate level of supervision of visitors, taking into account relevant factors such as the identity of the visitor and the purpose of the visit. However, visitors should normally remain in the presence of their host whilst on school premises unless express permission to the contrary has been given by the School.

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

- *Wear this visitors' badge in order that it can be seen at all times during your visit.*
- *You must be accompanied by a staff member throughout your visit.*
- *You must sign out at reception on leaving the school, returning the visitors' badge.*
- *If you notice any unsafe or inappropriate behaviour or unsafe equipment, you must report it to one of the Safeguarding Personnel (as identified on the poster in reception).*
- *You must take reasonable care of you own health and safety and that of others at the School.*
- *Visitors must not take images without permission from the accompanying member of staff. Parents may only take images involving their child and may not post them on social media if they feature any other child.*
- *You may only use staff/adult cloakrooms in School.*
- *You must not reveal to anybody outside school, personal information you may learn in the course of your work or visit.*
- *Should there be a fire evacuation, the member of staff you are with will accompany you out of the building and to the visitor assembly point.*
- *The School operates a no smoking policy (including e-cigarettes) on all school premises.*

6. Parents Attending School Events during the school day

Generally, parents attending the School are treated in the same way as any other visitor and are subject to the terms of this policy. They are expected to adhere to the Visitors Code of Conduct at all times subject to any exception described below.

The arrangements at the individual schools are as follows:

Upper School: all parents must sign in at reception on arrival and will be issued with parent lanyards when visiting during the school day. This includes all those attending sports fixtures. Parents will not be individually supervised at sports fixtures or teas or when leaving music events.

Prep School: parents must sign in at reception on arrival and will be issued with a visitors' lanyard for official visits during the school day (e.g. meetings with staff, volunteering for school events). Parents attending Prep assemblies and sports fixtures do not need to sign in as these events are appropriately staffed and supervised.

Pelican School: parents are issued with a visitors' lanyard for official visits during the school day (e.g. meetings with staff). Parents attending meetings of the Association of Pelican Parents are checked against a list of attendees. Parents attending Pelican assemblies and performances do not need to sign in as these events are appropriately staffed and supervised.

Parents attending evening and weekend events when the Schools are not in session do not need to sign in.

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

7. 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 Director of Operations.

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.

8. 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.

9. Unknown/Uninvited Visitors to the School

Pupils should be educated on how to respond if approached by unidentified visitors and should be encouraged to report any unidentified visitor to staff immediately.

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

The unidentified visitor should then be escorted to reception (Upper and Prep) or the school office (Pelican) to sign the Visitors' Book or electronic register 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 the Senior Leadership Team (Upper School ELT, Prep SMT or Pelican SMT as appropriate) or the Site Security and Pupil Welfare Officer (at the Upper) informed. The SLT 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. Any member of Staff may call for appropriate support from the emergency services where this is required.

Staff, volunteers and pupils should be familiar with and rehearsed in the National Counter Terrorism Security Office (NaCTSO) "Stay Safe" principles (Run Hide Tell) and what to do in the event that the School is required to 'lockdown'.

10. Protection from Violence and Harassment

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.

In the event of an act of violence or harassment, steps should be taken immediately to safeguard those affected and contact the Head of the relevant school and/or the police as appropriate.

For the avoidance of doubt, nothing in this policy should prevent any person from calling the police in the event of an emergency.

Any act of violence or harassment carried out by or against pupil(s) or staff will be treated seriously. Any alleged incident will be investigated in accordance with the relevant policy and procedure for example, including (but not limited to) the S*afeguarding and Child Protection Policy*, E*qual Treatment Policy*, B*ehaviour and Discipline Policy* and reported as appropriate.

Violence or harassment by staff may constitute gross misconduct and will be dealt with under the School's disciplinary procedures. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant Exclusion, Removal or Permanent Exclusion.

11. Incident reporting

In the event of an assault, threat of violence or other incident giving cause for concern from a visitor, including theft, burglary and / or criminal damage, the police should be called immediately.

Any major security breaches or incidents must be reported to the Head as soon as is reasonably practicable who will ensure that the School maintains a record of the incident and complies with their statutory reporting requirements.

Charity Commission

The School is a registered charity and is required to report all serious incidents to the Charity Commission in accordance with the guidance 'How to report a serious incident in your charity'.

Serious incidents that will be reported to the Charity Commission include suspicions, allegations or incidents of abuse involving pupils or anyone the charity comes into contact with. This is likely to involve the following:

- There has been an incident involving the abuse or mistreatment (alleged or actual) of someone and this is connected with the activities of the School or was carried out by someone connected to the School; which could include a visitor or visiting speaker;
- There has been a breach of the School's procedures or policies which has put pupils at risk, including failure to properly supervise or vet visitors in accordance with the arrangements set out in this policy.

The School will notify the Charity Commission of other agencies to which the incident has been reported in accordance with this policy.

12. 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 (pupil development and welfare) (Upper School) / Deputy Head (Prep School and Pelican School) who has been properly trained in, and tasked with, carrying out the particular assessment.

13. 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*.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data. The School's approach to data protection compliance is set out in the School's Data Protection Policies and Procedures. 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* and *Information Security and Sharing Data Guidance*.

14. Version Control

Date of adoption of this policy	3 September 2026
Date of last review of this policy	June 2026
Date for next review of this policy	June 2027
Policy owner (SLT)	Senior Deputy Head - Upper School Deputy Head – Prep and Pelican Schools
Authorised by	Jonathan Scott 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 During the School Day

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).

Teachers and pupils from visiting schools will be met by a member of staff on arrival and will be chaperoned at all times.

All other visitors must follow the procedure below:

- Once on site, all visitors must report to reception first (separate procedures apply for sports fixtures – see below, and for parents attending school events – see section 6 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 in via the electronic register at reception 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, who 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:

- Visiting school sports teams will be met by a member of staff on arrival and will be chaperoned at all times.
- 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: During the school day, parents must sign in at reception on arrival and will be issued with a parent lanyard. Reception will direct them to the match venue and explain about use of adult/disabled toilets (in the Margaret Stubbs Building and Sports Hall)

and arrangements for post-match teas. They will also be instructed to make their way back to reception to return their badge and sign out before leaving the site. Parents must not use other parts of the school site during their visit.

- 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 location for post-match refreshments.
- Parents do not need to sign in when attending fixtures and events outside the school day (evenings/weekends) but should follow signage to relevant fixtures, refreshments, and toilets etc.

Lunchtime Lecture/Music Recitals/Assemblies

Upper School parents are invited to attend lectures / music recitals / assemblies 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.

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 other 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.

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 using the electronic register with the relevant details asked for. Perse Staff from The Prep and Upper School must sign in using the electronic register selecting the appropriate name. 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 electronic

register, are given Visitors' badges and are asked to wait in the entrance foyer until the member of staff meeting them is available.

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.

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.

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 (Upper and Prep Schools) or school office (Pelican School) on arrival with identification and will be issued with a visitor's badge. These individuals will have been subject to the appropriate level of DBS check and will be subject to the appropriate level of supervision at all times when pupils are on site. The School's Health & Safety manual contains the School's procedures in relation to Contractors.

They will be specifically briefed on what areas of the school site they can and cannot access.

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:

- Sign out via the electronic register (which will record their departure time).
- 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 and Visiting Professionals

Appendix 2 – Visiting Speakers and Visiting Professionals

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'.

There should be a clear purpose for inviting the speaker into the School and clear guidelines agreed for the content.

The Perse welcomes speakers on spiritual topics. The School recognises that many of its pupils are from different faiths or of no faith. The School holds 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.

Visiting professionals may be invited into school to assist educational activities such as to help adjudicate a music competition. School procedures for visiting professionals are the same as for visiting speakers.

<u>Guidance on the Prevent Duty</u>

The School has a duty to:

- Protect pupils from the risk of radicalisation, extremism and being drawn into terrorism;
- Build pupils' resilience to radicalisation by actively promoting fundamental British values, enabling pupils to challenge extremist views.

The School is committed to providing a safe space in which pupils can consider and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.

The School will meet these obligations by assessing the risk of pupils being drawn into radicalisation and / or extremism and / or terrorism and by putting in place control measures to support those at risk.

The School will ensure that the arrangements for visiting speakers are suitably assessed before the visit or webinar takes place and that clear protocols, including those set out in this policy are followed to ensure that those visiting speakers are suitable and are appropriately supervised when on School premises.

For the purposes of this policy, the School has adopted the Government's definitions for the purposes of compliance with the prevent duty:

Appendix 2
Visiting Speakers and Visiting Professionals

- **Extremism:** "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas."
- **Radicalisation:** "the process by which a person comes to support terrorism and forms of extremism leading to terrorism."

In fulfilling its Prevent duty obligations, the School does 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.

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 or deliver a talk, lecture or demonstration via webinar. 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. For new speakers and speakers who have not been recommended to the School, the member of staff should request information / profiles from the proposed speaker and / or organisation, seek references or contact other schools who have worked with the speaker or organisation. Pupils and parents/carers may not invite visiting speakers – this must be done through a member of staff. Where possible the member of staff should request from the speaker an outline of the content of the talk to check the content will be appropriate for the audience. Only once this assessment has taken place will visiting speakers be permitted to speak at the School. The speaker should be reminded to bring ID with them.

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.

Where a speaker cannot attend at the last minute and a substitute is proposed, the matter should be referred to a member of the Senior Leadership team who will assess the situation and determine whether the talk will be permitted to go ahead with the substitute speaker or should be postponed.

On the day of the speech

- The speaker will be treated like any other visitor and will be expected to adhere to the School rules, policies and procedures and the terms of this policy;
- The member of staff inviting the speaker will check the speaker's ID at reception;
- Staff will be present, and the speaker will be appropriately supervised at all times;
- Staff will monitor and assess the content of the speech;

- Where appropriate, pupils will be given the opportunity to ask questions, and the questions and responses will be monitored; and
- In the unlikely event that the content falls outside the School's expectations, or is deemed inappropriate, the School will take appropriate action, which could include stopping the presentation altogether.

After the speech

- The organiser will evaluate the speaker and the speech as to whether the needs of the School were met and, where appropriate, feedback will be sought and provided to the speaker and / or their organisation.

All visiting speakers, including those speaking via webinar, will be required to provide 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.

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 SOCS 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)
- 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 member of staff will receive an email once they have made the calendar entry and their response will confirm that necessary checks have been undertaken. The calendar entry will only be marked as approved once the member of staff has confirmed that the appropriate checks have been completed.

The log of visiting speakers can then be downloaded from the SOCS 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.

Appendix 2
Visiting Speakers and Visiting Professionals

If any content of a talk proves highly contentious or falls outside the School's expectations, the member of staff organising the talk should intervene if this becomes apparent to them and nevertheless 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.