

# Visitor and Visiting Speaker Policy

## Whole School & EYFS

**Regulation ISSR: Part 7, 33**

**Reviewed and updated by: Miss L McConville**

**Approval: Full Governor Board**

**Last Review: Autumn 2025**

**Next Review: Autumn 2026**



This policy will be amended before the review date if necessary.

### Introduction

This policy covers the processes to be undertaken on the attendance of a visitor to Alderley Edge School for Girls (the School). For the purpose of this policy, a visitor can be a parent, prospective parent, supplier, contractor, governor or any other external person/business representative. The School welcomes visitors to site who look to support the staff and pupils in the wide range of activities that take place at AESG. At the same time the school has a legitimate interest in avoiding disruption to the educational process and of protecting the safety and welfare of pupils and staff.

Alderley Edge School for Girls often invites speakers from the wider community to give talks to enrich our pupils' experience, providing them with information that helps them make decisions at different phases of their education, widens their understanding of global and more local issues and providing motivational inspiration through the sharing of a speaker's experience.

The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The purpose of this Policy is to set out the School's legal obligations for Visitors and Visiting Speakers and to set out the standards of behaviour expected from Visitors and Visiting Speakers.

This policy must be read in conjunction with the School's Safer Recruitment Policy which details necessary vetting checks and the Statutory Guidance issued by the Department for Education [Keeping Children Safe in Education \(September 2024\)](#) and the School's Child Protection & Safeguarding Policy.

### Procedures for Inviting Visitors on Site

#### Visiting Speakers

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Head or Deputy Heads.

All visiting speakers are to have a nominated point of contact at School (the Organiser). The Organiser should conduct research on the Visiting Speaker and/or their organisation, as appropriate, before agreeing to the Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant.

The Organiser must complete an electronic AESG Visiting Speaker Approval Form at least 3 working days before the visit. The Deputy Heads will approve the visit. The electronic form is available on the School's Intranet.

The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The [Prevent statutory guidance](#) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and the British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The Organiser must obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. The School will also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine Fundamental British Values or the ethos and values of the School.

A member of school staff will be present during the talk. They will monitor what is being said to ensure that it aligns with the values and ethos of the school and British Values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Head or Deputy Head as soon as reasonably practicable after the talk/visit.

Any information gathered will be kept in accordance with the School's Data Retention Policy.

Other times visitors are likely to be in School include (not an exhaustive list):

### **1. Scheduled meetings with Parents**

Members of staff will periodically book meetings with parents. The member of staff organising the meeting will inform Reception of the meeting and parents will meet the member of staff at the School's main reception.

### **2. Parents attending Assemblies**

When Parents are invited to School Assemblies, they enter the School via Main Reception and are accompanied by members of staff to either the PA Hall or Millennium Hall.

### **3. Members of the Parents & Friends Association**

Members of the PFA have undergone safer recruitment checks as volunteers including DBS checks. They are issued with a security pass and yellow lanyard.

### **4. Candidates attending interview**

Candidates who are shortlisted for interview report to the School's Main Reception where they are met by the HR Manager or other members of staff working on the interview process. They are chaperoned during their time on site.

### **5. Working day admissions tours/ Open Events**

Parents of prospective pupils visiting the school are met by the Admissions Officer or a member of the Senior Leadership Team and are accompanied throughout their visit. When girls tour visiting parents / families they do so in pairs. They receive training from a member of the DSL team to explain to them what

to do if a visitor makes them feel uncomfortable. AESG expects pupils to quietly hand over the family to the next member of staff that they meet. Staff anticipate this in the rare occasions it is required.

## **6. Meetings with External Agencies**

Members of staff will periodically book meetings with external agencies. The member of staff organising the meeting will inform Reception of the meeting and the visitor will meet the member of staff at the School's main reception.

## **7. Suppliers & Contractors (without a DBS)**

Wherever possible, Contractors are booked in during the holiday periods to minimise disruption to school business. They have an appointment time and are met at Reception by a member of the School's Facilities Team or IT Team or the Director of Finance & Operations. They are accompanied throughout their visit.

## **8. Approved contractors (with a DBS)**

Should the need arise to employ a contractor who will need to work within the school during the school day not accompanied by a member of staff, then only those approved contractors with a DBS will be employed. The Estates and HR department will undertake all necessary verifications and issue with a green lanyard. Regular checks will take place during their time in the school.

## **9. Deliveries**

Food is delivered at 7.00am. The Facilities Team allow access to the Kitchen door and the drivers are met by a member of the Catering Team. Other deliveries are directed to report to Reception.

## **10 School Governors and Associates**

All relevant checks are carried by the HR department including DBS clearance for School Governors and Associate Staff to be able to visit the school unsupervised and are placed on the School's Single Central Register. An appropriate distinguishing lanyard is provided.

## **Procedure for Visitors to sign in**

On arrival all visitors must sign in and must provide photo ID. All visitors will be issued with a red lanyard. Visitors will also be issued with the Child Protection, Health & Safety and Fire Safety for Visitors leaflet which highlights key safeguarding and health and safety requirements.

All visitors are to be collected from Reception by the member of staff responsible for the visit. They are then responsible for the conduct of the visitor throughout their visit and where appropriate, must ensure the visitor/s is/are accompanied at all times. At the end of the visit, visitors must sign out and return their lanyards at the Reception Desk.

Parents and visitors should only use the designated adult toilet facilities and must not access pupil toilet and changing facilities. Visitors are advised of our mobile technology rules during their visit and asked to avoid using them in the presence of pupils. Designated, staff only spaces, can be provided for work calls, emails and other work-related activities using technology.

## **AESG Visitor Protocol: Unscheduled or Unexpected Visitors**

Purpose: To ensure the safety and security of students and staff by managing unexpected visitors appropriately and consistently.

## Scope

This protocol applies to all individuals who arrive at or contact the school without a prior appointment, including but not limited to:

- Former pupils
- Parents or guardians
- Members of the public
- External professionals

## Procedure

### 1. Initial Contact - Phone Call or Email Inquiry:

Reception staff must politely inform the caller that all visits must be pre-booked.

Request the visitor to email their request to the school's official email address, including:

- Full name
- Reason for visit
- Preferred date and time
- Proof of identity (e.g., passport, driving licence, or official ID)

### In-Person Arrival:

Reception staff must not allow entry beyond the reception area.

Politely explain the school's visitor policy and request that they email their visit request as above.

If the visitor is insistent or distressed, escalate to a member of the Senior Leadership Team (SLT).

## 2. Exceptions

Emergency services or pre-authorised contractors may bypass the booking requirement but must still present ID and be logged.

## 3. Record Keeping

All visitor interactions should be logged (via sign in app) or, if denied, with the Head:

- Name
- Date and time
- Reason for visit
- Outcome (e.g., redirected, approved, denied)