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# OVERSTONE PARK SCHOOL

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## Visitors & Contractors Policy



OVERSTONE PARK SCHOOL  
Overstone Park, Northampton, NN6 0DT

## Visitors, Visiting Speakers and Contractors

Date	Review Date	Coordinator
September 2024	August 2025	Mrs M Brown Mrs D York Miss A West Ms V Brown Ms K Gorton

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Disability Discrimination Act 1995
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Families Act 2014
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Prevent Strategy (HM Gov)
- Prevent Duty Guidance in England and Wales (HM Gov)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have a statutory duty to ensure that, so far as reasonably practicable, the school premises are safe and that visitors to school come to no harm. We have in place school security systems to ensure the personal safety of the whole school community.

We require all visitors such as parents/carers, education officials, local authority officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation. Visitors will be asked to sign the visitor's book and will wear a visitors badge at all times. Visitors will be escorted throughout the duration of their visit and will not come into contact with pupils other than with a member of the school personnel.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner. They have a duty to ensure the health and safety of

everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We have a duty to ensure that all visiting speakers invited by school personnel or by pupils are suitable and appropriately supervised.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To ensure that the school premises are safe and that visitors to school come to no harm.
- To ensure that all contractors when working on the premises act in a responsible and proper manner.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

### Role of the Principal

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- remind school personnel of security procedures especially before any school event such as the following when invited parents and the general public may compromise school security:
  - car boot sales
  - Christmas and summer concerts, presentations, social events and school fayres
  - inter school fixtures
  - school disco
  - sponsored walk
  - sports day
  - summer fete
  - swimming lessons at a local leisure centre
- work closely with the coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- ensure the health and safety of all visitors to school by undertaking a Risk Assessment of the premises;
- ensure that all contractors when working on the school premises cooperate with our health and safety policies and procedures;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- ensure all visiting speakers invited by school personnel or by pupils are suitable and appropriately supervised;
- ensure all visitors are:
  - ☐ suitably checked and monitored;
  - ☐ provided with a leaflet that:
    - summarises the school's safeguarding policy;

- informs them of what to do if they have any concerns;
- informs them how they should conduct themselves whilst in school;
- informs them that they should not take photographs in school or post them on social media under any circumstance.

☐ issued with visitor badges on a clearly named visitor lanyard:

- which identifies the person's name;
- who they have come to see;
- whether they are to be supervised all the time or not;
- the date of the visit

- ensure school personnel wear ID badges on a clearly named staff lanyard;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and Governances;
- annually report on the success and development of this policy.

### **Role of the Coordinator**

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- make effective use of relevant research and information to improve this policy;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Principal;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report on the success and development of this policy.

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
- be aware of the working agreement between the school and any contractor undertaking work in the school;
- ensure all visiting speakers they invite to school personnel are suitable and appropriately supervised;
- ensure that when inviting speakers to school they follow school protocol by completing the 'Visiting Speaker' (VS) booking form;

- submit the form to the Principal for approval;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Visitors and Contractors**

Visitors will:

- report to the school office upon entering the school premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitors book;
- wear a school visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- sign out when leaving the school

Contractors will:

- comply with all health and safety policies and procedures when working on the school premises;
- act in a responsible and proper manner;
- come to a working agreement regarding how they can work on the school premises during school day

### **Procedure when inviting a visiting speaker to school**

The following procedure must be followed at all times:

- All invites for an outside speaker to visit school must be approved by the Principal.
- School personnel must complete the 'Visiting Speaker' booking form available from the school office and complete all sections:
  - ☐ Name of speaker
  - ☐ Name of organisation that the named speaker represents
  - ☐ Reason for the invitation
  - ☐ Is the presentation a fund raiser?
  - ☐ Duration of presentation
  - ☐ Date to attend school
  - ☐ What year group will the Visiting Speaker be speaking to?
  - ☐ Has the suitability of the Visiting Speaker been checked on the internet and by contacting other schools?
  - ☐ Has the Visiting Speaker been DBS checked?

- ☐ Have you witnessed the DBS certificate?
  - ☐ Have you met with the Visiting Speaker?
  - ☐ What are the aims of the presentation?
  - ☐ What is the content of the presentation?
  - ☐ Is the Visiting Speaker aware of the school's Equality policy?
  - ☐ Has the Visiting Speaker signed the declaration form?
  - ☐ Is the Visiting Speaker aware that their presentation will be stopped if the content proves to be unsuitable or deviates from the agreed aims?
- On arrival at school reception the Visiting Speaker must provide suitable identification.
  - The Visiting Speaker will be supervised at all times while on-site.
  - All Visiting Speaker presentations must be evaluated to include:
    - ☐ Did the Visiting Speaker cover all aims as agreed?
    - ☐ Did the Visiting Speaker engage well with the pupils?
    - ☐ How did the pupils respond?
    - ☐ Were any contentious comments made by the Visiting Speaker?
    - ☐ Would the Visiting Speaker be booked again?
  - The Visiting Speaker must read and sign the Visiting Speaker Declaration form before the presentation can commence.
  - The Visiting Speaker Declaration form clearly states that the Visiting Speaker must be aware of the school's Equality policy and will not:
    - ☐ use or distribute any extremist material
    - ☐ make any comments that may cause offence to others
    - ☐ undermine tolerance of other faiths or beliefs

## **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- sign the Visiting Speaker Declaration form if they have been asked to speak to pupils on a particular topic;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## **Raising Awareness of this Policy**

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;

- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
  - Facebook
  - Twitter
  - Virtual pin boards
  - School blog

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - ☐ All aspects of this policy
  - ☐ Prevent Duty
  - ☐ Safeguarding and Child Protection
  - ☐ School Security
  - ☐ Health and Safety
  - ☐ Risk Assessment
  - ☐ Equal opportunities
  - ☐ Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

<b>Principal:</b>	<b>Mrs M F Brown</b>	<b>Date:</b>	<b>September 2024</b>
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