Ysgol Gynradd Nant Celyn

Nant Celyn Primary School

POLICY STATEMENT

Visitors Policy

This Policy was adopted/updated by the Governing Body of Nant Celyn Primary School:

Headteacher:	Ms Keri Smith
Chair of Governors:	R. Driscoll
Link Governor:	K Davies
Co-ordinator:	Ms Keri Smith and Mr Dean Davies
Date:	September 2026
Signed (Chair of Governors):	R Driscoll
Date:	08/10/2026

DOCUMENT HISTORY

ISSUE	AUTHOR	DATE
1	Mr Dean Davies	13/05/2025
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Visitors Policy		

Date	Review Date	Coordinator / Link Governor	Current Policy Committee
13/05/2025	June 2026	Dean Davies DHT Keri Smith HT	Full Governing Body
09/09/2026	September 2027	Dean Davies DHT Keri Smith HT	Full Governing Body

Introduction
Nant Celyn has a legal duty of care for the health, safety, security, and well-being of their pupils and staff at all times. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and Senior Leaders to ensure that this duty is uncompromised at all times.

Nant Celyn therefore requires that all visitors comply with the following policy and procedures. In performing this duty, Nant Celyn recognises that there can be no complacency where child protection and safeguarding procedures are concerned. We require 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.

Policy Responsibility
The SLT are responsible for the implementation, coordination, and review of this policy. The Headteacher and Deputy Headteacher will be responsible for liaising with the school's Office Staff, Premises Manager, School Staff and Safeguarding Leads as appropriate, as well as following the protocols set out by the Local Authority (see ***Appendix B*** (Torfaen Protocol on VIP Visits) and ***Appendix C*** (Torfaen VIP Visitor Proforma). Failure by staff members to adhere to this policy may lead to disciplinary procedures.

Aim
To safeguard all children under the school's responsibility, both during school hours and during out of school activities which are arranged by the school. The ultimate aim is to ensure that pupils can learn and enjoy extracurricular experiences in an environment where they are safe from harm.

Objectives
To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents, and conforms to child protection and safeguarding guidelines.
To ensure that the school cares for all visitors in the event of an emergency or drill.

Where and to whom the policy applies
The school is deemed to have control and responsibility for its pupils anywhere on the school site during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.
Visitors are defined as all people other than current staff members, long term agency staff, pupils, and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All staff and non-teaching staff employed by the school;
- All external visitors entering the school site during the school day or for after school activities;
- All governors;
- All parents and volunteers;
- All pupils;
- Other Education related personnel (LA Advisory staff, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises; and
- Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures
Visitors to the School

Before a visitor is invited to the school, the Headteacher, Deputy Headteacher, or a member of the Senior Leadership team must be informed, with a clear explanation as to the relevance and purpose of the visit and the intended date and time of the visit. Permission must be granted by a member of the Senior Leadership team before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre-visit checks required, and if needed, will seek approval from the local authority for VIP Visitors.

- Visitors must report to reception first. No visitor is permitted to enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff.
- All visitors will be asked to sign in using the electronic sign in device located in the main reception/ foyer.
- All visitors, including contractors will be required to wear an identification badge. The receptionist will point out the safeguarding procedures detailed on the reverse of the badge:
- If a fire alarm sounds all staff must immediately escort their visitors to the assembly point.
- Please ensure that visitors abide by the non-smoking policy throughout the school site.
- All accidents must be reported to the school office where an Accident Report Form can be completed by scanning the QR Code.
- Visitors will then be escorted to their point of contact by a member of staff **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. External visitors must be accompanied at all times unless they are on the school approved visitors list having been DBS checked.

Visitors Departure from the School

On departing the school, visitors should leave via reception and:

- Enter their departure time on the electronic sign-in device alongside their arrival entry.
- Return identification badge to reception.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

a) They have a current clear enhanced DBS check and a copy of this has been registered on the Schools Central Record, which is held by the Senior School Support Officer (SSSO) **AND**

b) A current clear DBS children's barred check has been undertaken.

c) Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge having been entered onto the visitors register).

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity badge if appropriate. The procedures under "Visitors to the School" above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head or available Senior Leader should be informed promptly.

The Head or Senior Leader 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.

Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

Governors and Volunteers

It is not a statutory requirement, but best practice advice is that all parent helpers and volunteers complete a DBS check (if not already held) via the School office.
In any case, permission for parent helpers to support in school activities must be sought from a senior leader in advance.

All Governors require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved Visitors List. They should sign in and out at reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

Buildings and Maintenance Contractors
Contractors follow the procedures as set out in 6.1. When pupils are on the premises, the contractors must be supervised at all times by the Premises Manager or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the SSSO and they have been briefed on Health and Safety by the Headteacher/ Deputy Headteacher/ Site Manager. All contractor visits will ideally be booked for when the Site Manager is onsite unless it is an emergency, in which case the Deputy Head will be informed.

Parent Visitors
Partnership with parents is a feature that we are very proud of and one at which we wish to continue. At the same time, the safeguarding and wellbeing of pupils and staff is paramount. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to the 'Classroom Zones'.

Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will be asked to sign in using the electronic sign-in device and then be escorted to their point of contact **OR** their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

If the parent needs to visit a room in any part of the school other than any other reason they are here for they will be escorted by a member of the office staff or directed to a specific waiting area (for example, when attending parent conferences).
Exceptions to this are when there is a planned school or classroom event (e.g. Open Days, Concerts, Coffee Mornings etc) in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

Staff Development
As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times using the Check List below (See Appendix A)

This policy will be available to all staff and parents on the website and also included as part of the Staff Handbook.

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply and peripatetic staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record **AND**
- A current clear DBS children's barred check has been undertaken **AND**
- Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book).

Protocol and Procedures External Speakers

All schools are required by law to teach a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life. They must also promote community cohesion. Schools recognise the important contribution and value that can be gained from allowing visitors and external organisations in to the school to support this.

New Guidance from the Prevent counter Terrorism Strategy which came into effect from July 1st 2015 sets out the responsibilities for 'specified authorities' which includes schools, to have 'due regard to the need to prevent people from being drawn into terrorism'. In fulfilling the new duty, schools are required to demonstrate clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised.

Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues. These duties are imposed on maintained schools by sections 406 and 407 of the Education Act 1996.

Schools will have to make decisions concerning the appropriateness or suitability of external speakers. On occasion schools may be required to vet or undertake background checks for external speakers (See Appendix A)

External speakers and visitors must ensure that they comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward
- or in the manner in which they express these views or ideas - they do not infringe the rights of others, or discriminate against them. Their speech or the manner of its expression

must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds.

All speakers will be made aware of their responsibility to abide by the law, and the school's various policies, including that:

- They must not contravene fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.
- They must not incite hatred, violence or call for the breaking of the law.
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such act.
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.

If an external speaker or external visitor contravenes this guidance, the School reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

The decision to grant or refuse permission for any speaker ultimately rests with each school.

Prayer Rooms

There is no requirement to offer any separate facilities for religious observance but many schools recognise that it is good practice to provide a facility that caters for pupils and staff of a particular religion or belief. In doing so schools demonstrate awareness of and respect for the diverse communities they serve.

All previous advice about external speakers will apply and schools should ensure that they know what goes on in prayer rooms. Staff members should always be available to supervise activity in prayer rooms.

Any signage or posters linked to prayers or religion should only be displayed in English and Welsh.

Local Authority Advice

The school is encouraged to contact the Local Authority's Education Welfare Service or the Channel Team should there be any concerns about external speakers. The Local Authority will also to refer to Cardiff's Prevent Lead if the school has any concern about any risks that a speaker may present. Please allow sufficient time for checks to be undertaken.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Safer Recruitment Policy
- Disclosure and Barring Policy
- Welsh Government Guidance
- Keeping Learners Safe - SWGfL

HM Government Guidance

Prevent Duty Guidance: for England and Wales - Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

Appendix A

Specific guidance for members of staff organising visits from external agencies and speakers:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

● Prior to the visit, the organiser must discuss with the visitor how their session will add value to the pupils' learning experience.	
● Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with the school's policies.	
● Be confident that the visitor/external agency has the required expertise in the subject they are delivering together, with the necessary experience and skills to deliver sessions that are age-appropriate and factually accurate.	
● Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.	
● Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable).	
● Provide each visitor with a named school contact.	
● Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.	
● Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments.	
● All staff must inform the relevant school staff of the intended visit and remit of the visitor, e.g. senior leader, office staff.	
● Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.	
● Ensure the pupils are given time to reflect on what they have learned.	

Appendix B

CIVIC PROTOCOL – VIP visits

These notes are provided in order to assist visitors to the Civic Centre, Torfaen schools and those who might have invited a Council representative to their premises, including the Leader, a Cabinet Member, Chief Executive or Strategic Director.

If you have any queries in relation to this protocol, please contact:

Democratic & Member Services
Civic Centre
PONTYPOOL
NP4 6YB
Email: democraticservices@torfaen.gov.uk

A VIP visitor includes, but not restricted to:

- Members of Parliament
- Members of the Senedd
- Welsh Government Ministers and Officials
- Senior Officers
- Elected Members (including Ward Members and those from other local authorities)
- Lord Lieutenant
- High Sheriff
- Members of the Royal Family
- Individuals who could be classed as celebrities or special invited guests

This protocol covers all organised visits by VIPs to Council and school premises, which includes invitations to events and visit requests received from VIPs.

Guidance for Council staff

Invitations
Invitations to VIPs must come from the Leader of the Council (hereon referred to as Leader), Chief Executive, relevant Cabinet Member, or relevant Strategic Director, following consultation with the Leader and Chief Executive. Officers should not invite VIPs unless full consultation has taken place.

Any visit requests from VIPs should be sent to the relevant Strategic Director, who will in turn discuss it with the relevant Cabinet Member and Leader.

All invitations from VIPs to Council staff should be sent to the relevant Strategic Director, who will in turn discuss it with the relevant Cabinet Member and Leader.

Unannounced Visits
There may be occasions where VIPs will be in attendance at events that are not organised by the Council, but be on Council premises. The responsibility for the VIP will be with the event organiser. Where a VIP visits the Council or school premises as a member of the public, they should be treated as such.

Confidentiality
Officers should not discuss any policy or confidential issues with VIPs at any time and should not be seen to be trying to influence them about policies or new projects that they would like to see in place.

Guidance for School Staff

Organised Events and Visits
All organised VIP events and visits to school premises must be managed through the local authority. This is to ensure the event can be supported if necessary.

Notice needs to be given using the attached form at least four weeks in advance of the intended visit date. On receipt of the form, the first step for officers will be discuss the arrangements with Leader of the Council and the relevant Cabinet Member. Appropriate advice and guidance will then be provided to the requestor before any invites should be issued.

Advice can be sought in advance of submitting the form from a member of the Education Service's Leadership Team or staff in the Democratic & Member Services team.

Informal visits
VIPs may visit schools unannounced, as a member of the public. Regardless of whether they are a high-profile person, politician or Officer visiting in an official or unofficial capacity, Headteachers, Governors and school staff should not use the opportunity to discuss any political, policy, confidential issues or any other matter that could be seen as trying to influence decisions, policies or new projects.

Guidance on arrangements and running order for events
There will inevitably be a mix of VIPs and individuals attending events and priority in terms of who is presenting awards, making speeches, cutting ribbons or burying time capsules etc. should be a consideration. Bespoke advice will be provided on a case-by-case basis but it is usually recommended that the following running order is adhered to:

- The Headteacher / Chair of Governors opens the event and welcomes the assembled guests;
- The Leader or Deputy Leader (also Cabinet Member for Children, Families and Education) or their representative makes a short speech on behalf of the Council;
- Other dignitaries present could be afforded the opportunity to make a short speech, if appropriate;
- The VIP, Leader (or representative) and relevant Cabinet Member (plus any other **AGREED** participants) undertakes any ceremonial duties;
- The Headteacher / Chair of Governors thanks the assembled guests for attending and closes the event.

Where the Leader or relevant Cabinet Member is invited to speak at an event or visit, the Headteacher is primarily responsible for drafting a speech, whilst sharing this with the local authority at least two working days in advance of an event or visit taking place. This will enable any content to be confirmed and verified, and will reduce the possibility of duplication.

Headteachers are responsible for all operational arrangements on the day of an event or visit. This will include making arrangements for guest directions to the school, reserving car parking spaces for visitors, welcoming them into the school, and confirming seating arrangements.

Any senior official attending an event as a representative of the Council must be offered the opportunity to feature in any official photographs that are to be taken. This must be a priority if the Leader and/or relevant Cabinet Member is in attendance. This should therefore be taken into consideration when Headteachers are planning events. Advice can be sought from the Council's Communications Team in matters relating to photographs and press coverage.

Pre-election period

This protocol will be particularly pertinent during pre-election periods when specific restrictions on communications activity will be in place. During such time, visits from politicians will not be approved, and governing bodies should refrain from enabling their school facilities to be used by any political party and for any political gain.

Appendix C – Torfaen VIP Visitor Proforma

Please return to:-
E-mail: educationleadershipteam@torfaen.gov.uk & democraticservices@torfaen.gov.uk

EVENT PROFORMA

Name of School:			
Contact name:			
Contact telephone no:		**Emergency no:**	
E-mail address:			
Name of invited VIP:			
Title of event:			
Venue of event:			
Date of event:			
Event start – end times:		**Time of arrival:**	
Names of other VIPs invited:			
Will there be a meet and greet? **If so, by whom and where:**			
Parking arrangements:			

Dress code (e.g. Formal (Black Tie) or Informal (Lounge Suit) and appropriate footwear**:**

Is there a requirement to make a speech or presentation? Yes / No
If so, what is required:

If a speech is required, this should be drafted by the Headteacher and returned within 2 working days of the event.

Please provide comprehensive details, any background information of the event and a list of invited guests (please use a separate sheet if required):