READING BLUE COAT

Visitors & Visiting Speakers Policy

1. Visitors

As a School, we receive and welcome a large number of visitors on a daily basis throughout the whole year. The School has a policy of welcoming all visitors but also wants to ensure that the health and safety, security and safeguarding of all students, staff and visitors is a priority. The School categorises visitors to the School based on their status in relation to the School's Single Central Register. However, all visitors are expected to follow the School's health and safety guidance and the instruction of their hosts when on site.

Visitors should be asked to park in the main car park in the designated visitors' parking bays and then to report to Reception. At Reception, visitors sign in using the electronic system (Signin app), which gives them a photographic ID Card. Visitors will be asked to wear this, and a Lanyard, for the duration of their stay.

This Policy lays out the following:

1. Action by the School when arranging a visitor/guest/contractor to come on site
2. Contractor arrangements
3. Visitor arrangements
4. Visitors to school staff accommodation

Safeguarding

At Reading Blue Coat safeguarding is paramount and any concerns must be reported to the Designated Safeguarding Lead (DSL). Details of the DSL are available at Reception.

1. ACTION BY THE SCHOOL HOST INVITING A VISITOR/CONTRACTOR ON SITE

- Confirm whether the guest/visitor/contractor has a valid DBS and is part of the update service and Photo ID then follow the guidance below.
- NO DBS: the visitor/guest/contractor will need to be escorted on a red lanyard for the duration of their visit. Contractors should bring some Photo ID with them to present at reception to show they are who the host has booked in.
- YES to a DBS: the 3rd Party/Agency/Visitor needs to confirm in writing that they have a DBS for the named employees coming onto the School site and that this has been added to the Contractor DBS Register. Photo ID to be checked at reception.
- Inform Reception of: the date, time and duration of the visit, the names of the Agency/company and names of individual contractors, and include what colour lanyard the visitor should be given.
- The host should inform their visitors that they must register with Reception on arrival to the School site.
- If a host is in any doubt whether their visitors have a DBS certificate registered with HR then they should assume they haven't and the visitors should be classed as Supervised (see below).

RED LANYARDS – VISITORS (SUPERVISED AND ESCORTED)

- If the visitor needs to be Supervised (as they do not have a DBS certificate registered with the School) around the site they will be given a Red Lanyard.
- On arrival, Reception will ask each visitor to sign in and give them a pass and red lanyard.
- The visitor then needs to be collected by their host and escorted from reception onto the School site. The host should supervise the visitors when on site. Supervision includes keeping in close contact with them, knowing where they are at all times, assessing risk of unsupervised access to students, not having access to parts of the School they shouldn't, following all H&S and Safeguarding guidance for the School.
- Supervised Visitors remain the responsibility of their host for the duration of their time on site.
- At the end of their visit, the visitor should be escorted back to reception, hand the lanyard back into reception and manually sign out.
- At the end of the working day, Reception will account for all lanyards handed back in and highlight to the respective host/member of staff which visitors have not returned their lanyards.
- The guest needs to follow the visitors code of conduct when signing in at Reception using the electronic system (Signin app). A Safeguarding risk assessment needs to be considered and proportional to the location of the guest and checked routinely by their host.

GREEN LANYARDS – MANAGED VISITORS/CONTRACTORS (ROUTINELY SUPERVISED BUT NOT ESCORTED)

- If a visitor has registered a DBS certificate with the School then they can be classed as an Unescorted Visitor.
- An Unescorted Visitor to the School site needs to register with Reception on arrival where they should be met by their host or directed to a specific location to meet their host. At Reception and will be given a pass and green lanyard.
- An Unescorted Visitor can move around the School site with minimal supervision. However, the Host should regularly check in with them, only specify access to the areas of the School they need to attend, minimise contact with students and follow all H&S and Safeguarding guidance for the School.
- At the end of their visit, the contractors should make their way back to reception, hand the lanyard back in and manually sign out.
- At the end of the working day, Reception will account for all lanyards and highlight to the respective host which Contractors have not returned their lanyards.
- A Green Lanyard cannot escort or be a host to a Red Lanyard.
- Green lanyards will also be issued to Local Authority social workers and to ISI inspectors.

At the end of a visit, all visitors must log out at reception by returning their visitor's lanyard and ID card.

2. CONTRACTORS ARRANGEMENTS and EXAMPLES

Regular Contractors

All contractors who are required to come to RBCS regularly as part of their work should present a DBS (enhanced) Certificate and Photographic ID to Reception on their first visit. This will then be recorded on the Contractor DBS Register, held on the Staff Intranet. Once on the Register, these contractors will be routinely supervised but not escorted on a Green Lanyard (as detailed above). The School will offer help and advice, as required, with the DBS registering process. DBS details held on file will be reviewed periodically and must be the Enhanced Version.

Individual Contractors

Arrangements for contractors attending site during the School day, for example plumbers or electricians, should be on a day-by-day basis by the department lead. The Contractor arrangements should follow the green or red lanyard guidelines in this policy.

Large Contractors

Arrangements for large contracts are made as part of the contact and under the CDM Regulations. Details of these are available from the Bursar, Deputy Bursar or Head of Property. In short, local management arrangements will exist that restrict them to their own fenced site.

Deliveries

Unless other arrangements are indicated, for example for catering, grounds or maintenance deliveries, then delivery vehicles should park at Reception and deliver their goods there. Delivery vehicles should not be let through the barrier at Reception unless accompanied by a member of staff.

3. VISITOR ARRANGEMENTS and EXAMPLES

Special Arrangements – e.g. COVID-19

Where there are health concerns about the spread of infection (caused by COVID-19 for example) and use of a touchscreen is a potential area of transmission then alternative arrangements will be made that reduce potential risk. In addition, other special arrangements regarding visitors and health concerns will be put in place as necessary and be based on Government guidance at the time. These arrangements will be communicated either prior to, or on, arrival at the School site.

Responsibility of School Staff

If any member of staff sees a visitor or member of the public in or around the School without a visitors badge or is unclear who the visitor is, it is their responsibility to clarify this with the visitor and, where appropriate, accompany them to Reception to be issued with a badge. The only exception to this is during the Sports fixtures.

Peripatetic Staff

All peripatetic music, drama and sports staff must sign in at Reception, this is to ensure that they are recorded as being on site in case of an evacuation. These staff are on the Single Central Register and therefore are required to display their blue lanyard and ID badge at all times whilst moving around the site. At the end of their work they must sign out with Reception.

Sports, Fixtures and Tournaments

During Sports, Fixtures and Tournaments staff are requested to be extra vigilant and to look after visiting students, staff and parents. The visiting staff and students and supporting Away or Home team parents, are NOT required to sign in with Reception and wear a lanyard.

Meeting, Seminar or Conference

If visitors are attending a meeting, seminar or conference it is the organiser's responsibility to ensure badges are issued and the health and safety procedures are followed. The organiser may send a list of names of visitors one or two weeks before the event to Reception, in order for them to have the Lanyards and ID Cards ready. It is recommended that car parking is organised and a reception desk is run at the event.

External visitors may on occasion hold meetings at the School in which RBC staff are not present (e.g. a local primary school governing board). Such circumstances should be:

- authorised by the Bursar (if necessary, in consultation with the DSL)
- only considered for known and trusted persons/organisations
- generally be outside the hours which students are present at the School
- managed by RBC staff escorting to/from the venue and remaining in the vicinity (e.g. the Headmaster's PA keeping an eye on the Board Room)
- notified by a sign being put up outside the meeting venue

Parents' Events

Events such as plays, concerts and sporting events are exempt from the above as the visitors attending have a family relationship with students. Security is very important at these events and at these times when the School is open to parents, staff should be especially conscious of this fact and should assist the School to manage the visitors.

4. VISITORS TO THE SCHOOL'S STAFF ACCOMMODATION

"Off-site accommodation" means accommodation that is owned or leased by the School that is not incorporated into the main School site, being Lodge 1 and Lodge 2 and the Headmaster's House. These properties are not considered to be high risk for the purpose of School and student security given that are at the entrance to the School site and separate from the rest of the main School buildings where students are present.

Purpose

This policy sets out the School's expectations of all Guests entering the School's off-site accommodation, and all Employees and Occupiers are required to ensure that their Guests adhere to its provisions at all times. It aims to ensure that everyone understands what is expected of them and the restrictions and constraints on Guests visiting the School's accommodation.

The School will assess the risk that is associated with Guests visiting the School's accommodation. There may be circumstances where visitors to the School's accommodation fall outside the scope of this policy, for example where visitors are invited to stay in school accommodation by the School rather than by an Employee. These situations will be managed on a case-by-case basis, with risk assessed as appropriate.

Guests to off-site accommodation

Employees and occupiers should ensure that guests conduct themselves in an appropriate manner at all times when visiting the School's off-site accommodation and should not allow a Guest to cause a nuisance, disturbance or annoyance to any person or behave in any way while in school accommodation which could affect the reputation of the School. The School reserves the right to require a guest to leave the School site at any time in the event of any instances of inappropriate behaviour. The School reserves the right to refuse to allow any guest to enter the School grounds including on-site and/or off-site accommodation where he/she is deemed to be unsuitable by the Senior Leadership Team.

Employees who have guests visiting either them or an occupier will ultimately be held responsible for the conduct of Guests and compliance with this policy.

Failure to comply with this policy

Employees

A failure to comply with the terms of this policy by an employee or by a guest for whom the employee is responsible may result in the employee being required to vacate the School's accommodation on a temporary or permanent basis. It may also be treated as a disciplinary matter in accordance with the School's Disciplinary Procedure.

Occupiers

A failure to comply with the terms of this policy by an occupier may result in them being required to vacate the School's off-site accommodation on a temporary or permanent basis.

Guests

The School reserves the right to require any guest to leave the School's on-site or off-site accommodation at any time.

General Comments on Accommodation

- Students are not permitted to be in staff accommodation.
- Reading Blue Coat reserves the right to ask members of staff not to entertain on school property any individuals who are deemed in the opinion of the Senior Leadership Team to be unsuitable, or whose presence might lead to reputational risk.
- Failure to comply with Child Safeguarding procedures is likely to be a disciplinary matter.

2. Visiting Speakers

The School often invite speakers from our wider community to give talks to enrich our students' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the School and students greatly appreciate the time and effort that Visiting Speakers put into their presentations.

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

The purpose of this policy is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The "Prevent" statutory guidance (*The Prevent Duty Guidance: England and Wales, DfE 2023)* requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or students, are suitable and appropriately supervised.

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser) who has arranged that they come in to speak.
- The Organiser carries out research on the person/organisation to establish whether they have demonstrated extreme views/actions. This may be carried out through the internet or by word of mouth.
- This may lead to refusal to allow people/organisations to use the School site if they have links to extreme groups or movements.
- Justification of the School's decision will be provided to the person/organisation in writing if required.
- Maintaining a formal register of all visiting speakers; it is the responsibility of the Organiser to complete the Visiting Speaking Log (https://forms.office.com/Pages/ResponsePage.aspx?id=3yYT0XVZZ0mRtf2UFwXZwNNauqWbKlFEp0ZKFz-7eKpUMTUxQjFDOUdWSkhLV0tLSzhRSkpNNUNOSS4u). Any information gathered will be kept in accordance with the School's *Data Protection Policy*.
- Visiting Speakers will comply fully with the *Visitors and Visiting Speakers Policy*.
- This means ensuring visiting speakers are accompanied at all times and are not left unsupervised with students at any point. 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 Organiser will conduct a post-event evaluation of how the visit met the needs of our students.

Author(s):	Guy Williams (Deputy Head [Pastoral])
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Associated Policies:	• *Child Protection & Safeguarding Policy* • *Recruitment, Selection & Disclosure Policy* • *Staff Code of Conduct* • *Staff Handbook*
Agreed by:	 Clare Freeman (Safeguarding Governor) *on behalf of the Full Governing Board*
Date of Agreement:	June 2026