



# Loughborough Grammar School

---

---

Policy Title: Visitor Policy

Version Number: 1

Approved By: DJB

Date Approved: Jan '18

Date for Review: Jan '19

Point of Contact (Reviewer): TGW

---

---

## **Introduction**

Loughborough Grammar School takes the safety of all pupils very seriously and therefore we need to be mindful to ensure any visitors to the school are not given unsupervised access to pupils.

Staff and pupils are encouraged to request to see a visitor's pass of anybody on the site unsupervised by members of staff who is not recognised.

The arrangements governing the movement of visitors around the campus vary as follows:

Visitors to LGS are required to report at Reception (in Buckland House). The Reception is manned permanently while the school is open. Many buildings are code-controlled to prevent unauthorized access.

## **Boarding Houses**

At the beginnings and ends of terms, parents / guardians collecting pupils are allowed in the Houses to help move trunks etc. Entry to each boarding house is controlled by an entry pad. Pupils are instructed not to share the code with anyone else, including pupils from outside the boarding house. Doors are not allowed to be propped open for convenience.

At all times beyond the very start and end of terms, visitors (including school staff who do not have an official role in the House) are required to request entrance by ringing the Housemaster's front door bell.

Please refer to "Access to Boarding houses" policy.

## **Individual scheduled visits**

Members of staff will occasionally invite visitors into the school for various purposes:

- to give talks, lectures and other presentations
- to give interviews or interview practice
- to observe teaching
- to attend meetings
- to undertake academic research, etc.

As such visitors will not usually have an enhanced DBS disclosure, it is of vital importance that the following measures are adhered to:

- They must sign in at Reception, and wear a visitor's badge for the duration of their visit.
- The member of staff should brief the visitor about the activities in which he/she will be involved, and explain that he/she must remain supervised throughout the visit.
- The visitor must be told that, if he/she is unaware of how to respond to any interaction with a pupil, that he/she should seek advice immediately from the member of staff responsible for the supervision.

- The visitor must be supervised by a permanent member of staff throughout the visit. This means that he/she must not be left alone with a pupil or group of pupils at any time. If it is necessary to interview pupils (for example for a research project), this should happen in a large room, where a member of staff can be present. (It is acceptable for this member of staff to be engaged in another activity, for instance marking.)

It should be stressed that, for school events (concerts, Parents' Evenings etc.), visitors are not required to formally sign-in or be badged. A large number of staff are present to play a supervisory role on such occasions.

Staff inviting visiting speakers must abide by the Visitor Guidance detailed below, which helps to ensure that pupils are not exposed to the promotion of partisan political views.

## **Visitor guidance**

Members of staff will occasionally invite visitors into the school for various purposes:

- to give talks, lectures and other presentations
- to give interviews or interview practice
- to observe teaching
- to attend meetings
- to undertake academic research, etc.

### Respect for Fundamental British Values

Where a speaker is addressing pupils (no matter how big the group), the member of staff responsible for the visit must ensure that the content of the speaker's address meets the requirements of Independent Schools' Standards Regulation Paragraph 5, sections (c) and (d), which precludes the promotion of partisan political views in schools. The aim is not to prevent pupils from being exposed to political views or from discussing political issues in school, but pupils should not, however, be actively encouraged by teachers or others to support particular political viewpoints. In addition, where political issues are discussed, we have a duty to ensure that a 'balanced presentation of opposing views' is given.

Before booking a visiting speaker, the member of staff must undertake a brief internet search to satisfy him-/herself that there is no history of radicalisation. At this point he/she must seek approval for the speaker from one of the Deputy Heads.

Once approved, the member of staff inviting the visiting speaker must request a briefing by the speaker on the content of the address in advance of the visit (this means at least 24 hours beforehand and may take the form of a phone conversation, or a written abstract or transcript). If in any doubt as to whether there is a risk of failing to meet the school's responsibilities in respect of the Standards above, the member of staff must seek the advice of the Headmaster or a Deputy Head before the visitor's address can go ahead.

If a member of staff feels that a speaker's words are promoting partisan ('extremist') views, he or she must step in to halt the address. If a speaker is unwilling to moderate his or her expression, then the address must be brought to a conclusion.