RUGBY SCHOOL

Visitors & Visiting Speakers Policy

Advent 2025

1.0 Scope

This policy applies to Rugby School.

The School welcomes parents and other guests to visit and recognises the important contribution and potential benefits which can result from interactions with visitors. Rugby School is committed to safeguarding the welfare of students and staff members.

It is the intention of the School that every visitor is treated with courtesy and respect and made to feel welcome whilst on campus.

The control of visitors is a fundamental part of the School's safeguarding of students and staff. This policy covers the procedures followed for visitors to the School.

Appendix 1 of this policy outlines the visitor procedures followed at the School.

Appendix 2 of this policy outlines the special additional procedures that are in place for inviting visiting speakers.

2.0 Regulatory Framework

2.1 This policy has been prepared to meet the School's obligations under the following:

- *Independent School Standards 2023 (updated April 2024) (Part 3 Part 4)*
- *EYFS Statutory Framework (December 2023),*
- *the Education and Skills Act 2008,*
- *The Children Act 1989,*

2.2 This policy has regard to the following guidance and advice:

- *Keeping Children Safe in Education (DfE, September 2024) (KCSIE)*
- *Prevent Duty Guidance (2023)*
- *School and college security (DfE, July 2024)*
- *Controlling access to school premises (DfE, November 2018)*
- *Protect UK (NaCTSO).*

3.0 Related Policies

3.1 The School has the following related policies

- *Fire Policy (Rugby School & Bilton Grange)*
- *Health and Safety Policy (Rugby School & Bilton Grange)*
- *Safeguarding and Child Protection Policy and Procedures (Rugby School & Bilton Grange)*
- *Code of Conduct (Rugby School & Bilton Grange)*

4.0 Responsibilities and allocation of tasks

4.1 The Board of Governors, as the proprietor of the School has overall responsibility for all matters which are the subject of this policy.

4.2 The Head Master has formal oversight of the implementation of this policy and for ensuring that:

Visitors to the premises are appropriately supervised;

- All staff, students, visitors and contractors understand and adhere to the terms of this policy and to the School's security arrangements and safeguarding procedures generally;
- Staff receive appropriate training and instruction in security matters and understand their responsibilities;
- Students are aware of and adhere to the rules relating to visitors;
- There are periodic reviews of security arrangements and security issues posing a health and safety risk;
- There is an appropriate system in place for the reporting, recording, and investigation of security breaches or incidents; and
- Security issues posing a risk to health and safety are assessed and appropriately monitored.

4.3 The Operations Director has responsibility for monitoring security breaches and incidents at the School and drawing any concerns they may have to the relevant individual.

4.4 All staff must:

- Adhere to this policy including the arrangements for visitors and visiting speakers;
- Take all reasonable precautions to ensure their own safety and adhere to this policy;
- Be familiar and comply with the School's guidelines for dealing with unknown/uninvited visitors to the School and/or security breaches;
- Be aware of the School's emergency procedures and the action to be taken in the event of an emergency, major security breach or incident and in particular understand how to:
  - Protect themselves, students and others on the School's premises in the event of a security breach or incident;
  - Safeguard School property;
  - Implement the School's emergency plans in the event of a major security breach or incident;
  - Report any accident, incident or concern as appropriate;
  - Ensure that students are appropriately supervised when on the School's premises;
  - Adhere to the Code of Conduct.

5.0 Visitor Code of Conduct

The School aims to restrict access to the School's premises so far as reasonably practicable in order to ensure the safety and security of students, staff and other authorised visitors to the School.

Any authorised public use of School facilities will be limited to ensure that unsupervised access to students is avoided or restricted to the lowest practicable level.

This Code of Conduct applies to all visitors to the School and relevant guidance is printed on visitors' badges and is detailed in the *Safeguarding Information for Visitors*

Unknown/Uninvited Visitors to the School

Students should be educated on how to respond if approached by unidentified visitors and should be encouraged to report any unidentified visitor to staff immediately.

Staff should challenge any visitor to the School site who is not wearing a Rugby School lanyard politely to enquire as to who they are and their business on the School site.

An unidentified visitor should then be escorted to School House reception to sign in and be issued with a red visitor's lanyard. The procedures detailed in Appendix 1 will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Management Team informed.

Staff should not put themselves at risk and should consider contacting security on 104 or 07813 627719.

The SMT member 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.

Any member of Staff may call for appropriate support from the emergency services where this is required.

Staff and students should be aware of NaCTSO guidance *https://www.protectuk.police.uk/advice-and-guidance/response/run-hide-tell-school-teaching-guide*

Protocols for Visitors (not visiting speakers)

1.0 Visitor Procedures During the School Day (this does not apply to parents who visit the School to see their children for whatever reason. Parents are allowed access to their child's boarding house but are expected to let the Hm or Matron know of their visit, should sign in upon arrival (except at holiday drop off and pick up times) and should be accompanied whilst in the House).

Teachers and students from visiting schools will be met by a member of staff on arrival and will be chaperoned at all times.

All other visitors must follow the procedure below:

1.1 On arrival, all visitors must report to a sign-in point which are located at:

- School House Reception,
- Collingwood Centre Porters,
- Estates,
- Admissions,
- James Pavillion.

1.2 When signing-in, all visitors must state the purpose of their visit and who has invited them. They should be ready to show photographic identification to the contact member of staff on request.

1.3 All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

1.4 Visitors' badges will have the visitor's information printed on them, as per Section 5 of this policy. Visitors are also asked to agree to the *Safeguarding Information for Visitors* which should be sent to them by the contact member of staff to read prior to their arrival at School.

1.5 The contact member of staff will receive the visitor, who will then be accompanied by a member of School staff throughout their visit. The contact will then be responsible for their movements while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are named on the Single Central Record at Rugby School.

2.0 Sports fixtures, Performing Arts and Music Events

Visiting schools (students and staff), Rugby School parents, match officials, external performers and visiting parents attending such events:

2.1 Visiting school sports teams and performers will be met by a member of staff on arrival and will be chaperoned

2.2 Match officials (referees and umpires) and external performers will be met by a named member of staff on arrival (who will verify identity)

2.3 They will use separate changing facilities to students

2.4 Sports officials will be directed to the correct pitch /court

2.5 Performers will be chaperoned by the School staff contact

2.6 Parents do not need to sign in when attending calendared fixtures and events but should follow signage to relevant fixtures, buildings, refreshments and toilets etc.

3.0 Tours of the School

Tours of the School take place at various times during the year, and in particular Open Mornings.

Students may be asked to give tours to prospective parents, students, interview candidates and visiting teachers.

Tours will take a prescribed route and will visit busy areas of the site.

Tours will not go into changing rooms or toilets and the guide will accompany guests at all times.

Student-led tours will always be done by at least two students at a time.

Prospective families on bespoke tours in term time will sign in as visitors at Admissions. At this point, they will be made aware of the *Safeguarding Information for Visitors* and will be asked to adhere to the ethos contained within.

Prospective families, whether at an open day or when attending a bespoke visit should be reminded that photographs of students, student bedrooms or personal possessions is not permitted at any time.

4.0 Overnight visitors in boarding houses (including, but not limited to governors, visiting speakers, interview candidates)

Visitors staying overnight in Houses should follow the procedures outlined in section (a) above if they arrive during the School Day. If they arrive outside of these times, the member of staff responsible for their visit must ensure the *Safeguarding Information for Visitors* is sent to the visitor ahead of the visit and must also ensure that they are met by a member of staff upon arrival at the School site. Visitors, unless already known to the School, should always be asked to show photographic identification. The visitor should then be accompanied at all times until such time as they are due to return to the House. Upon arrival at the House, they should be handed over to a member of the House team. The following morning, as soon as practicably possible, the visitor should sign in at School House reception.

Within the House, visitors must only be accommodated in Private side. They should be accompanied at all times whilst in student areas of the House. They must not enter students' private rooms or any washing/toilet facilities. They must not take any photographs of students, student bedrooms or personal possessions.

5.0 Occasional / Temporary Contractors (not on the Safeguarding Approved Personnel List)

Any external contractor coming onto the premises to carry out maintenance or other such activity, during school hours/when students are present, is to be notified in advance to the School, to report to the Estates Department on arrival with identification, and will be issued with a visitor's badge.

External contractors will have been subject to the appropriate level of DBS check and will be subject to the appropriate level of supervision at all times when students are on site.

The School's Health & Safety Policy contains the School's procedures in relation to Contractors.

They will be specifically briefed on what areas of the School site they can and cannot access.

6.0 Visitors' Departure from School

On departing the School, visitors (other than parents attending sports matches / performances) must leave via a sign-in point and:

6.1 Sign out on the electronic register

6.2 Return the identification badge

6.3 A member of staff should escort the visitor to the sign-out point and off School site

Visiting Speakers

The Prevent Duty 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 students is to ensure that they can critically assess the information that they receive as to its value, and that such 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.

Protocols for arranging visiting speakers.

The responsibility for the following protocols sits with the member of staff who is organising the visiting speaker.

All requests for outside speakers must be made to, and approved by, the Deputy Head (Academic). The Deputy Head (Academic) will notify approval to the member of staff organising the visit and to the Deputy Head (Co-curricular) who will ensure that the appropriate entry is made in the School Calendar.

The School will undertake a review before agreeing to a visiting speaker attending the School. This will consider any vetting requirements deemed appropriate in the circumstances and may include a DBS check if relevant. The School will also conduct research on the visiting speaker and/or their organisation, as appropriate.

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

The School will obtain an outline of what the speaker intends to cover in advance of the visit.

In some cases, the School may 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 students to be in attendance and does not undermine British values or the ethos and values of the School.

The member of staff organising the visiting speaker will complete the required information contained within the *Visiting Speakers Risk Assessment Form* (below, 1) highlighting the background checks that have been carried out.

The member of staff organising the visit will also obtain a signed *Agreement and Guidelines for Visiting Speakers* (below, 2) and will send out the *Safeguarding Information for Visitors* prior to their visit.

Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented.

The Deputy Head (Academic) will keep a formal register of all visiting speakers.

Any unsupervised access to students will be highlighted to the Deputy Head (Co-Curricular) and the Head of Safeguarding who will ensure relevant safeguards are implemented before the visiting speaker attends the School.

Any information gathered will be kept in accordance with the School's Privacy Notice.

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All visiting speakers should be met on site, by the organising member of staff at a sign-in point where they will be required to show an original current identification document including a photograph and be asked to sign in electronically. Protocols for Visitors, as detailed on pages 3-5 above, should be followed.

The visiting speaker will be issued with a visitors' badge which they must wear at all times whilst on school site, in line with the *Safeguarding Information for Visitors*.

Visiting speakers may also be briefed on the School's Safeguarding & Child Protection Policy and relevant Health and Safety information.

Visiting speakers will be supervised by a School employee whilst on site.

At no point will a visiting speaker be left unsupervised whilst students are present.

A member of School staff will be present during the visit/talk, who 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 Master or in his absence, the Deputy Head, or Head of Safeguarding as soon as reasonably practicable after the talk/visit.

Should the visiting speaker be addressing students during an online discussion or virtual presentation, this should take place in line with the above protocol and whilst a visitor's badge is not appropriate in this context, the same procedures should be followed, checks completed, and details should be entered into the visiting speakers register. A member of staff should again be present throughout the presentation.

After the visit, the organiser will evaluate the speaker and the speech as to whether the needs of the School were met and, where appropriate, feedback will be sought and provided to the speaker and / or their organisation

Visiting speakers – Risk Assessment form

(to be completed by the staff contact organising the talk)

This form is designed to ensure that, as a school, we always fulfil our obligation, as part of our Prevent duty, to ensure that all visiting speakers are suitably vetted and supervised, and that they do not use their presence in School to promote or advocate extremist views of any nature or to speak in support of terrorism or terrorist activities or organisations.
The form should be completed:

- whenever it is proposed to invite a visiting speaker to come into School or to talk to students online (eg, via MS Teams);
- before the invitation is confirmed, and certainly before the visit is due to take place;
- by the Organiser (staff member) who is proposing to arrange the visit.

Proposed date, time and venue of talk	Date: Time: Venue:
Name of external speaker	
What they do/ who they are/ what organisation they represent	
Brief Biography of speaker/organisation	
Reason for the invitation	
Title and subject of talk, including summary of information the speaker wishes to communicate	
Who will attend the talk? (eg, year groups, subject groups)	
Is the speaker personally known to you? If yes, in what capacity?	
To your knowledge, has this speaker been to speak at Rugby School in the recent past?	
Please confirm that you will brief the speaker about the ethos of Rugby School, provide them with appropriate background context of the student audience (eg, age, maturity) and share the aims of the session from the School's perspective and share the Visitors and Visiting Speakers Policy with them prior to their visit.	
Please confirm that you (or at least one other staff member), will be present during the talk, and also accompany the speaker throughout the visit (if it is an on-site talk)	

DECLARATION **I have conducted an on-line check of the speaker's background, qualifications and other activities and, where appropriate, I have also looked up any organisations which they represent or with which they are formally associated.** (Highlight one of the statements on the right).	I can see no reason to suggest that s/he has any sympathies or links with extremist views of any nature or with terrorist organisations. I have some concerns. (If you have indicated that you have any concerns please speak with the Head of Safeguarding before proceeding with the invitation).

Signature of named contact:

Print name: **Date:**

Signature of approving SMT member:

Print name: **Date:**

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Agreement and Guidelines for Visiting Speakers

Rugby School is committed to safeguarding and promoting the welfare of its students and expects all staff, volunteers, and visiting speakers to share this commitment.

Name of Visiting Speaker	
Organisation (if applicable	

The Visiting Speaker agrees to the following terms and conditions:

1. The presentation will be appropriate to the age for the audience. Appropriate dress, language and behaviour are required at all times.
2. The presentation will uphold the principles of the ethos and values of the Rugby School Group and the fundamental British Values.
3. School staff have the right and responsibility to interrupt and / or stop the presentation if there is any violation of this agreement.
4. The Rugby School Group Visitors and Visiting Speakers policy and Rugby School Group Safeguarding and Child Protection Policy will be adhered to at all times.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head Master.

Note to the visiting speaker: Please advise your Rugby School host of any access arrangements or allergies prior to your arrival so that suitable adjustments can be made.

I have read these Guidelines and agree to abide by them.

Signature of Visiting Speaker:

Named Contact:

Signature of Named Contact:

Date:

Appendix 1

FAQs

1. Q: I wish to book a visiting speaker. What is the procedure I should follow?
   A: Once you have provisionally arranged with your visiting speaker to come to speak to students (i.e. you have had contact with them regarding availability, cost, content of their talk), you must first complete the *Visiting Speakers Risk Assessment Form* and send this to the Deputy Head (Academic) for approval.
   If approval is granted, forward the approval email to the Deputy Head (Cocurricular) for their oversight and addition to the School calendar, if necessary.
   The Deputy Head (Cocurricular) will have the final say on whether the speaker may attend.
   If permission is granted, you may then send the relevant forms / information.
2. Q: What information needs to be sent to visitor(s)?
   A: **If they are speaking**, they need to be sent *the Agreement and Guidelines for Visiting Speakers* and the *Safeguarding Information for Visitors*.
   If they are not speaking, they need to be sent the *Safeguarding Information for Visitors*.
3. Q: Do I need to send the forms / information to the visitor(s) beforehand?
   A: **If they are speaking** – yes.
   If they are not speaking, it is preferable, but they may read the *Safeguarding Information for Visitors* when they arrive but this might delay the signing-in process.
4. Q: Do I need to send the visitor / visiting speaker this whole policy?
   A: No, only the forms and / or information as outlined above.
5. Q: Where can I get the forms?
   A: Via the links within the policy which have been included for ease or, for quicker access, please find them here:
   - *Visiting Speakers Risk Assessment Form*
   - *Agreement and Guidelines for Visiting Speakers*
   - *Safeguarding Information for Visitors*

6. Q: I have a visitor or group of visitors who are not speakers. what is the protocol?
   A: Please consult the relevant section in the policy.

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Visiting speakers – Risk Assessment form
(to be completed by the staff contact organising the talk)

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Who will attend the talk? (eg, year groups, subject groups)	
Is the speaker personally known to you? If yes, in what capacity?	
To your knowledge, has this speaker been to speak at Rugby School / Bilton Grange (delete as appropriate) in the recent past?	
Please confirm that you will brief the speaker about the ethos of the Rugby School Group, provide them with appropriate background context of the student audience (eg, age, maturity) and share the aims of the session from the school's perspective and share the Visitors and Visiting Speakers Policy with them prior to their visit.	
Please confirm that you (or at least one other staff member), will be present during the talk, and also accompany the speaker throughout the visit (if it is an on-site talk)	

DECLARATION **I have conducted an on-line check of the speaker's background, qualifications and other activities and, where appropriate, I have also looked up any organisations which they represent or with which they are formally associated.** (Highlight one of the statements on the right).	I can see no reason to suggest that s/he has any sympathies or links with extremist views of any nature or with terrorist organisations.
	I have some concerns. (If you have indicated that you have any concerns please speak with the Head of Safeguarding before proceeding with the invitation).

Signature of named contact:

Print name: **Date:**

Signature of approving SMT member:

Print name: **Date:**