RUGBY SCHOOL

Visitors and Visiting Speakers Policy

Advent 2026

1.0 Scope

This policy applies to Rugby School.

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

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 and security arrangements. This policy covers the procedures followed for visitors to the School.

- Appendix 1 sets out visitor procedures.
- Appendix 2 sets out the additional procedures for visiting speakers, including virtual speakers.
- Appendix 3 contains the Visiting Speakers Risk Assessment Form.
- Appendix 4 contains the Agreement and Guidelines for Visiting Speakers.

2.0 Regulatory framework

2.1 Legislation and standards

This policy has been prepared to meet the School's obligations under the following, as amended from time to time:

- Independent School Standards Regulations 2014, including Parts 3 and 4
- Education and Skills Act 2008
- Children Act 1989 and Children Act 2004
- Counter-Terrorism and Security Act 2015

2.2 Guidance

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education (DfE, September 2026) (KCSIE)
- Working Together to Safeguard Children (HM Government, 2026)
- Prevent Duty Guidance: Guidance for specified authorities in England and Wales (2023)
- School and college security guidance (DfE, 2026)
- Controlling access to school premises (DfE, 2018)
- ProtectUK guidance (National Counter Terrorism Security Office)

3.0 Related School policies and information

- Safeguarding and Child Protection Policy and Procedures
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use
- Health and Safety Policy

- Fire Policy
- Data Protection and Privacy Notices
- Safeguarding Information for Visitors

4.0 Responsibilities and allocation of tasks

4.1 The Board of Governors, as proprietor of the School, has overall responsibility for the matters covered by this policy.

4.2 The Head of Safeguarding has formal oversight of implementation and will ensure that:

- visitors are appropriately supervised;
- staff, students, visitors and contractors understand and adhere to the School's security and safeguarding arrangements;
- staff receive appropriate training and understand their responsibilities;
- students understand the rules relating to visitors;
- security arrangements are reviewed periodically;
- security breaches and incidents are reported, recorded and investigated; and
- risks to health, safety and safeguarding are assessed and monitored.

4.3 The Assistant Head (Operations and Compliance) is responsible for monitoring security breaches and incidents and escalating concerns to the appropriate senior leader.

4.4 The Deputy Head (Academic) approves visiting speakers. The Assistant Head (Operations and Compliance) oversees calendar entry and operational coordination. Any safeguarding concern or proposed unsupervised access must be referred to the Head of Safeguarding before the visit is confirmed.

4.5 All staff must:

- follow this policy and the arrangements for visitors and visiting speakers;
- challenge unknown or unbadged visitors where it is safe to do so;
- follow emergency and security procedures;
- protect students, themselves and others in the event of a security incident;
- report accidents, incidents, breaches and safeguarding concerns promptly; and
- ensure that students are appropriately supervised.

5.0 Visitor code of conduct

The School restricts access to its premises so far as reasonably practicable to protect students, staff and authorised visitors. Any authorised public use of facilities must be managed so that unsupervised access to students is avoided or reduced to the lowest practicable level.

The Visitor Code of Conduct applies to all visitors. Key requirements are set out on visitor badges and in the Safeguarding Information for Visitors.

5.1 Unknown or uninvited visitors

Students should be taught to report unidentified visitors to a member of staff immediately. Staff should politely challenge any person on the School site who is not wearing the appropriate Rugby School identification, provided it is safe to do so.

An unidentified visitor should be escorted to School House Reception to sign in. If the person refuses to comply, they should be asked to leave and a member of the Senior Management Team should be informed. Staff must not put themselves at risk and should contact Security on 01788 556104. Police assistance should be requested where appropriate.

Any abusive, threatening or aggressive conduct must be managed under the School's security and emergency procedures. Any member of staff may contact the emergency services where required.

6.0 Safeguarding concerns and incidents

Any safeguarding concern arising before, during or after a visit must be reported immediately in accordance with the School's Safeguarding and Child Protection Policy and referred without delay to the Designated Safeguarding Lead or a Deputy DSL. Where the concern relates to an adult working in or on behalf of the School, the managing allegations and low-level concerns procedures must be followed as applicable.

The staff host must stop or suspend an activity where continuing it could place a student at risk. Relevant information must be recorded on the School's approved safeguarding or incident-reporting system.

Appendix 1: Protocols for visitors

1. Visitor procedures during the School day

Parents visiting their own child in a boarding house must notify the Housemaster/Housemistress or Matron and sign in on arrival, except at designated holiday drop-off and collection times. Parents should be accompanied while in the House unless the House has expressly authorised otherwise.

Teachers and students from visiting schools will be met by a member of staff and appropriately chaperoned. All other visitors must:

- report to an approved sign-in point (School House Reception, Estates, Admissions, Collingwood Centre Reception, James Pavilion);
- state the purpose of the visit and the name of the host;
- show photographic identification when requested;
- wear the issued visitor badge visibly throughout the visit;
- read and agree to the Safeguarding Information for Visitors;
- remain with their staff host or an authorised escort unless approved for unaccompanied access; and
- sign out and return the badge when leaving.

A visitor must not move around the site unaccompanied merely because their name appears on a record. Any unaccompanied access must be specifically authorised following an appropriate assessment of role, checks, regulated activity and safeguarding risk.

2. Sports fixtures, performing arts and music events

- Visiting teams and performers will be met and directed or chaperoned as appropriate.
- Match officials and external performers will be met by a named member of staff who verifies identity.
- Separate changing facilities must be used by adults and students.
- Parents attending calendared fixtures and performances need not sign in, but must follow published signage and remain within event areas.
- Event organisers must identify and control any route or area that could provide unintended access to boarding or student-only areas.

3. Tours of the School

Tours must follow an accepted route and avoid private or sensitive areas, including changing rooms and toilets. The guide must accompany guests throughout. Student-led tours must be conducted by at least two students and remain within public or busy areas.

Prospective families on bespoke term-time tours must sign in at Admissions and receive the Safeguarding Information for Visitors. Photography of students, bedrooms or personal possessions is not permitted unless the School has given express prior approval under its image and consent arrangements.

4. Overnight visitors in boarding houses

The staff member responsible for an overnight visitor must ensure that safeguarding information is sent in advance, identity is verified, arrival is supervised and responsibility is formally handed to a member of the House team.

Visitors must be accommodated in Private Side, accompanied in student areas, and must not enter student bedrooms, washing or toilet facilities. They must not photograph students, bedrooms or personal possessions. Arrangements must include emergency information, night-time access controls and a clear named staff contact.

5. Occasional or temporary contractors

Contractors attending while students are present must be notified in advance, report to the designated location with identification, sign in and wear an issued badge. The School must determine and record the appropriate checks, supervision and access restrictions for the work being undertaken. Contractors must be briefed on permitted areas and safeguarding expectations.

6. Departure

All visitors who have signed in must:

- sign out on the electronic register;
- return the identification badge; and
- leave by the designated route, accompanied by the host where required.

Appendix 2: Visiting speakers

The School welcomes visiting speakers who enrich students' education. The School must balance opportunities for discussion and challenge with its safeguarding duties, the Prevent duty, the promotion of fundamental British values and the need to protect students from harmful, discriminatory or misleading material.

1. Approval and responsibilities

The staff organiser is responsible for completing the required checks and documentation. All requests for visiting speakers must be approved by the Deputy Head (Academic) before an invitation is confirmed. The Assistant Head (Operations and Compliance) will ensure appropriate calendar and operational oversight. The Deputy Head (Academic) will maintain a formal register of visiting speakers.

Any proposal for unsupervised access to students must be referred to the Head of Safeguarding before approval. Unsupervised access will be exceptional and permitted only where the School has confirmed that all required checks and safeguards are in place.

2. Proportionate suitability checks

Before approval, the organiser must complete proportionate, documented checks on the speaker and any represented organisation. These may include publicly available websites, published material, reputable news reporting and publicly accessible professional or social-media information, where relevant to the safeguarding and suitability assessment.

The assessment must consider whether the speaker's previous conduct, public statements, publications, affiliations or proposed content may:

- promote or endorse terrorism or extremism;
- promote violence, misogyny, violence against women and girls, sexual harassment or harmful gender stereotypes;
- promote racism, antisemitism, Islamophobia, faith-based prejudice, hatred or other discrimination;
- normalise child-on-child abuse, harassment or harmful behaviour;
- undermine fundamental British values;
- create a foreseeable safeguarding, welfare or security risk; or
- present material that is materially misleading, manipulated or unsuitable for the age and maturity of the audience.

A concern does not automatically require a decision by the organiser alone. It must be referred to the Head of Safeguarding for a recorded decision, including any additional controls or a decision not to proceed.

3. Content and audience

The organiser must obtain the title, purpose and an outline of the proposed content in advance. The School may require slides, video, handouts, links or other materials for review. The organiser must brief the speaker on the age, maturity and any relevant needs of the audience, the intended learning outcomes, the School's ethos and this policy.

Content must be age appropriate and must not expose students to prejudice-based harm, discriminatory language, harmful stereotyping or material contrary to the School's safeguarding duties. Discussion of sensitive

or controversial issues must be educationally justified, balanced, appropriately contextualised and supported by a staff member able to manage questions and disclosures.

4. Artificial intelligence and manipulated media

Where a speaker proposes to use generative artificial intelligence, AI-generated or AI-modified images, video, audio, text or presentations, the organiser must consider accuracy, provenance, age appropriateness, privacy, intellectual property and safeguarding risk.

Material that could be a deepfake, synthetic impersonation, nudification output or other manipulated content must not be shown to students unless there is a clearly defined educational and safeguarding justification, prior written approval from the Head of Safeguarding, and controls proportionate to the content and audience. No intimate or exploitative image of a child may be created, requested, stored or displayed.

Speakers must not invite students to upload personal data, photographs, voice recordings or other identifiable information into an AI service or external platform unless the School has expressly approved the activity following data-protection and safeguarding assessment.

5. Arrival, identification and supervision

- The speaker must be met by the organiser or named delegate at an approved sign-in point.
- Original, current photographic identification must be checked where the speaker is not already reliably known to the School.
- The speaker must sign in, wear the issued badge and remain with a School employee.
- A member of staff must be present throughout the talk and monitor content and conduct.
- Staff have the right and responsibility to interrupt or stop a presentation where it breaches the agreement or creates a safeguarding concern.
- Any incident or concern must be reported promptly to the Head Master, Deputy Head or Head of Safeguarding, as appropriate.

6. Virtual and hybrid speakers

Virtual or hybrid presentations are subject to the same approval, checks, content review, supervision and registration requirements as in-person visits. Sessions must use a School-approved platform and be hosted or controlled by a member of staff. A staff member must be present throughout and must retain the ability to mute, remove or end the session.

The speaker must not record, screenshot, photograph or independently livestream the session. Any recording by the School requires prior approval and must comply with safeguarding, privacy, retention and image-consent arrangements. Direct private messaging, unsupervised breakout rooms and unauthorised exchange of contact details between a speaker and students are prohibited.

7. Following the visit

The organiser must note whether the agreed objectives were met and note any concern, complaint, disclosure, variation from the approved content or action required. Feedback may be obtained from students and staff. The visiting-speaker register and supporting records must be retained in accordance with the School's retention schedule and privacy notices.

Appendix 3: Visiting Speakers Risk Assessment Form

Complete before the invitation is confirmed. Use for in-person, virtual and hybrid presentations.

Assessment field	Details / evidence
Proposed date, time and venue/platform	
Name of speaker	
Organisation and role	
Reason for invitation and intended learning outcomes	
Title, subject and summary of proposed content	
Audience, including year groups and approximate number	
Is the speaker personally known to the organiser? If yes, in what capacity?	
Has the speaker previously visited Rugby School? If yes, provide details and any feedback.	
Materials reviewed in advance, including slides, video, handouts and links	
Publicly available checks completed and sources considered	
Any AI-generated, AI-modified, deepfake or manipulated media proposed?	
Sensitive or controversial content and planned safeguards	

Accessibility or additional needs considerations	
Supervision arrangements and named staff present	
Identity check and sign-in arrangements	
Virtual platform controls, recording and messaging arrangements, if applicable	
Concerns identified and advice obtained	
Decision and any conditions of approval	

Declaration

I have completed proportionate checks and reviewed the proposed content. Based on the information available, I have identified no reason why the proposed visit should not proceed, subject to any conditions recorded above. I will immediately refer any new or emerging safeguarding concern to the Head of Safeguarding and the approving senior leader.

The assessment has considered extremism and terrorism; violence and threats; misogyny and violence against women and girls; prejudice-based harm and discrimination; harmful sexual behaviour; child-on-child abuse; AI-generated or manipulated media; online safety; age appropriateness; and any other identified safeguarding risk.

Organiser name and signature	Date
Approving Deputy Head (Academic)	Date
Head of Safeguarding review Required / not required (delete as appropriate)	Date

Conditions / final decision	Approved / not approved (delete as appropriate)

Appendix 4: Agreement and Guidelines for Visiting Speakers

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

Name of visiting speaker	
Organisation, if applicable	

The visiting speaker agrees that:

1. The presentation and conduct will be appropriate to the age and maturity of the audience.
2. The presentation will respect the School's ethos and fundamental British values and will not promote extremism, terrorism, violence, prejudice, discrimination, misogyny, violence against women and girls, harmful gender stereotypes or child-on-child abuse.
3. Only content and materials approved or described in advance will be used. Materially different or additional sensitive content will not be introduced without the staff organiser's approval.
4. Any AI-generated, AI-modified or manipulated content will be declared in advance. No exploitative, intimate or harmful synthetic image of a child will be created, requested, displayed or distributed.
5. No student will be asked to upload personal data, images, audio or other identifying information to an external service unless the School has expressly approved the activity.
6. School staff may interrupt or stop the presentation where this agreement, safeguarding expectations or approved arrangements are breached.
7. The speaker will follow the Visitors and Visiting Speakers Policy, Safeguarding Information for Visitors and reasonable instructions from School staff.
8. The speaker will not photograph, record, screenshot or livestream students or the session without the School's prior written approval.
9. The speaker will not exchange personal contact details, communicate privately with students, use unsupervised breakout rooms or contact students after the event except through an expressly approved School channel.
10. The speaker will immediately report any safeguarding disclosure or concern to the staff organiser and will not investigate it independently.
11. The speaker will not raise or gather funds for an external organisation or cause without the Head Master's express permission.

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

Speaker signature	Date
Named staff contact	

Staff contact signature	Date
Approving senior leader	Date

Appendix 5: Staff quick-reference checklist

- ☐ Obtain provisional availability only. Do not confirm the invitation yet.
- ☐ Complete the Visiting Speakers Risk Assessment Form.
- ☐ Obtain and review the title, outline and relevant materials.
- ☐ Complete proportionate checks on the speaker and organisation.
- ☐ Identify sensitive content, AI or manipulated media, virtual-delivery risks and required controls.
- ☐ Refer any concern to the Head of Safeguarding.
- ☐ Obtain approval from the Deputy Head (Academic).
- ☐ Send the speaker agreement and Safeguarding Information for Visitors.
- ☐ Arrange calendar entry, venue/platform, sign-in, identification and supervision.
- ☐ Remain present throughout and intervene if necessary.
- ☐ Report and record any concern, disclosure or incident.
- ☐ Sign the visitor out and return badge and lanyard.

Document control

Version	Date	Summary	Approved by
2, 2026	Advent 2026	Updated for KCSIE 2026 and strengthened visiting-speaker, online and AI safeguards.	Board of Governors