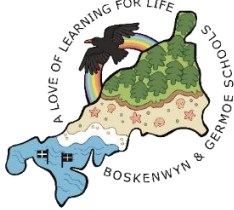


The Federation of Boskenwyn & Germoe Schools and Nysgerrig Kindergarten



VISITORS POLICY

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

- We welcome all parents and visitors to Boskenwyn & Germoe Schools and Nysgerrig Kindergarten. Parents and visitors are required to report to the office entrance and sign in. They will sign out on leaving and be accompanied to the gate.
- All visitors must wear a visitor's badge.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.
- Boskenwyn & Germoe Schools and Nysgerrig Kindergarten reserve the right to refuse entry or terminate a visit at any time.
- Visitors include parents, volunteers and governors (staff to sign in separately in staff book for fire register purposes)
- Visits must be pre-arranged

Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be checked and confirmed.

All such visitors will have an enhanced DBS clearance (see DBS and List 99 procedure).

If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

People working with things - builders, gardeners and people working on computers or other equipment

Visitors will be issued with a visitor lanyard. Identity will be checked by school secretary. Visitor will sign in the visitor book.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the schools knowledge of them.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

Exceptions to Visitor Requirements

Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours are exempt from requirements above. A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left next to the secretary's office.

PREVENT - All external school speakers must sign a declaration on arrival and prior to contact with children, to ensure that they do not promote radicalism in any way, in accordance with our PREVENT policy. Secretaries in both schools to keep a list of external school speakers and their signed declaration forms. See Appendix 1.

Executive Headteacher: Paula Blackburn

Chair of Governors: Lucy Yeomans

Date policy reviewed: 7th September, 2026

Next review: September 2027

Appendix 1

Visiting Speakers Agreement at the Federation of Boskenwyn and Germoe Schools and Nysgerrig Kindergarten

We understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors will also be accompanied by a member of staff at all times.

Signed:

On behalf of: (Name of company)

Date: