THE
KING'S SCHOOL
CANTERBURY

Visitor Policy including

Parents, OKS, Contractors, and Guest Speakers

Responsible person: Head of Safeguarding

Reviewer:

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This policy applies to all visitors attending The King's School Canterbury Senior School (KSC) and The King's School International College (IC), including parents, guardians, Old King's Scholars (OKS), contractors, guest speakers, consultants, educational professionals, volunteers, prospective families, and any other individuals visiting either educational setting. The policy outlines the procedures, expectations, safeguarding requirements, and responsibilities that must be followed when visiting school premises to ensure the safety, welfare, and security of pupils, staff, and visitors. The requirements within this policy apply to all school sites, boarding and day houses, educational facilities, residential accommodation within the school boundaries, and any areas under the school's management or control.

1. ARRIVAL/DEPARTURE SEQUENCE AND SIGN-IN

School Visitors

All visitors to The King's School, Canterbury "the school", no matter what their purpose and who they have come to visit should sign in and out using the digital Sign-In terminals on arrival and departure from site. If a visitor is going directly to a boarding or day house or school venue where there is not a Sign-in terminal, they are expected to sign in using the following form.

https://forms.office.com/e/4499qWPX33

The school employee responsible for hosting the visitor, no matter what the purpose of the visit, should check that the visitor has completed this on arrival.

A visitor to the school is typically someone who is not a regular member of the school's staff or pupil body and comes to the school for a specific purpose. This can include:

- Parents or guardians attending a meeting or event
- Guest speaker invited to give a presentation
- Contractor performing work on the school premises
- Inspectors or officials conducting evaluations or audits
- Volunteers assisting with school activities or programmes.

Some areas of the school are uniquely located within the precincts of Canterbury Cathedral. As such, tourists or Cathedral staff will often share communal outdoor spaces or take the same walking routes around the Precincts as pupils and staff. Differentiating between visitors to the Cathedral and visitors to the school can be difficult especially as the Precincts have multiple entrances. This policy relates to visitors of the school, but it is important to understand that the grounds in which the school is located, are also shared by other organisations and members of the public.

Host responsibilities

Hosts are required to pre-register their expected visitors on to the digital Sign-In app. This speeds up the arrival sequence for the visitor and alerts the host when their visitor has signed in.

On arrival

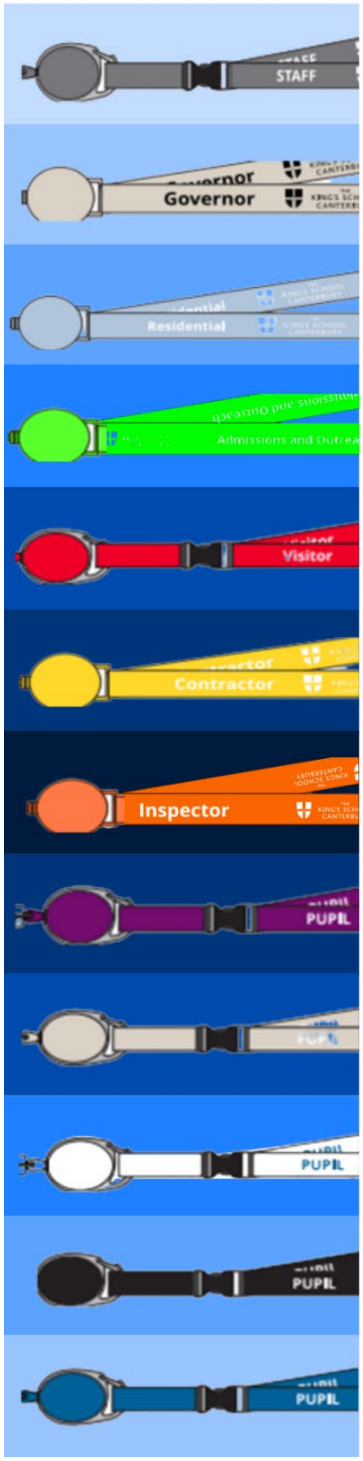
The host will receive the visitor, assist sign-in if necessary and ensure a lanyard has been issued. The host will accompany the visitor, as necessary.

All visitors are expected the follow the school's safeguarding policy whilst on site. It is important that every member of the school community is safe and welcomed, this extends to all visitors. Visitors should feel empowered to report any incident which causes concern to the member of staff who is accompanying them on their visit. If visitors do not access the safeguarding policy via the school's website, a leaflet is available from the Lattergate reception which includes systems for reporting concerns and the contact details of key staff.

Lanyards

Depending on the type of visitor, the respective coloured lanyard will be provided upon arrival at the school. Visitors, regardless of their purpose, must wear a school lanyard so they can be identified by both pupils and staff. Visitors are asked to use professional judgement and common sense as wearing a lanyard, in some circumstances, might not be safe or appropriate such as contractors using heavy machinery or sports coaches engaging in a physical activity.

LANYARD GUIDE



Grey - Teaching & Support Staff

Cream - Governor

Light Blue - Resident/Family

Light Green - Admissions and Outreach

Red - Visitor (must be accompanied)

Yellow - Contractor

Orange - Inspector

Purple - 6A

Light Grey - 6B

White & Blue - Fifth

Black & White - Remove

Blue - Shell

DBS Update Service Verification

Certain visitors, including inspectors, education professionals, consultants, regulators, and other individuals working in a professional capacity with children, may be permitted to access parts of the school site without an escort where the school has verified their identity and confirmed a valid Enhanced DBS certificate through the DBS Update Service. The decision to permit unescorted access will be made by an authorised member of staff following consideration of the visitor's role, purpose of visit, and the safeguarding requirements of the area being accessed. All such visitors must sign in on arrival, always wear approved visitor identification, and adhere to the school's safeguarding policies and procedures. The school reserves the right to require any visitor to be accompanied by a member of staff where this is considered necessary to ensure the safety and welfare of pupils, staff, and visitors.

Important safeguarding notices

- Ensure all visitors sign in and depart through the allocated terminals
- Contractors must be registered through the HR department prior to working on site
- All visitors should, where possible, wear a lanyard which can be seen whilst on site
- Do not allow visitors to tailgate through any doors
- Staff and pupils must remain vigilant if they see a visitor with a red lanyard who is unaccompanied
- Staff and pupils should feel empowered to politely challenge any visitors who are without an escort or report this to the security team or a senior member of staff

On departure

The host will ensure the visitor is signed out, the lanyard is returned, and all visitors are escorted off site.

2. VISITING SPEAKERS

The school often invites speakers from the wider community to give talks to enrich our pupils' experience. The school recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that visiting speakers put into their presentations.

The purpose of this appendix 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 appendix, and policy, should be read in conjunction with the School's Safeguarding Policy.

Definition

For the purposes of this policy a 'visiting speaker' is any person who is not employed by the school who is going to be here on the premises and who will be working with our pupils in some way, whether that is through a talk or a workshop or some other means.

Overview

The Prevent statutory guidance (https://www.gov.uk/government/publications/prevent-duty-guidance) 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 pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, 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.

School Protocol

All requests for outside speakers (be this from a pupil or school staff) must firstly be submitted as an electronic request to the Deputy Head (Pastoral) Visiting speaker request form

The school will undertake a risk assessment, in the form of a checklist Visiting speaker checklist before agreeing to a visiting speaker attending the school: this will be carried out by the colleague organising the event and sent to the Deputy Head (Pastoral) in advance of the event. This risk assessment will consider any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant (the Head of Safeguarding will advise when this is necessary). The school may 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 member of staff organising the event will obtain an outline of what the speaker intends to cover in advance of the visiting speakers 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 pupils to be in attendance and does not undermine British values or the ethos and values of the school.

Guest speaker arrival

Guest speakers should be pre-registered on the Sign-In app by the responsible host. On arrival the speaker will be required to show an original current identification document including a photograph such as a passport or photo card driving licence. They will then be asked to sign – in and be issued with a visitors' lanyard which they must wear at all times whilst on school site.

Speakers will be supervised by a school employee at all times whilst on School site. At no point will a visiting speaker be left unsupervised on the school site whilst pupils are present. A member of school staff will be present during the visit/talk, and they 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 Deputy Head (Pastoral) as soon as reasonably practicable after the talk/visit.

Guest speaker departure

Upon departure the speaker or host on their behalf must sign out and return the lanyard.

The school will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Privacy Notice.

If you have any queries regarding this process, please contact the Head of Safeguarding (DSL).

3. OKS, FAMILIES, AND ADMISSIONS

In all cases there must be a nominated host or staff member to take responsibility for the visitor and to ensure that they are signed in and supervised where necessary. If there is no nominated/available staff member, then the visitor will be asked to rearrange or make a new appointment for a future date.

OKS

Requests by OKS for a tour or visit to any area of the school strictly requires a pre-booked appointment via the OKS/Development office or website. The appointment must be confirmed with security in advance. A member of school staff must accompany OKS whilst on site.

No visitor(s) shall be granted access unless by prior appointment or unless accompanied by a member of staff. This includes former staff, pupils and parents.

During the school holidays exceptions can be made for OKS visitors to be granted access without being accompanied around the school grounds only.

Families

Families of current pupils will have increased access to certain areas of the school however, this does not grant them unrestricted access to all parts of the school. Due to the nature of the boarding and day houses, families are permitted to assist with the arrival and departure of their children. This may include helping them collect belongings from their rooms or communal spaces however family members are not permitted to spend prolonged periods of time in their child's room. To ensure this important aspect of arrival and departure is safe for all attached to the respective houses, families must ensure they conduct themselves in a way which uphold the standards of the school in relation to their engagement with their own children, other pupils, and staff who may also live and work in the boarding/day house.

After the sign-in procedure has been completed, access to your child(ren)'s boarding/day house must be granted by a member of the house team (housemaster/mistress, deputy housemaster/mistress, or matron/PCA). Families must ensure the appropriate safeguards are implemented within the boarding/ day houses to ensure every member of the school community is safe. Families should employ due diligence in circumstances where they enter an area of the school in which other pupils may also be present (such as knocking on the door of a house room, and waiting for a response, before entering)

Other informal visits to the school will also occur throughout the academic year such as sporting fixtures at Birley's sports pavilion, watching a performance in the Malthouse, or attending Cathedral services. Families are encouraged to employ the same safeguards in all areas of the school to ensure every member of the King's community is safe and feels welcome.

Families are reminded that any engagement with other members of the school community (especially pupils) should be appropriate and age specific. If families witness any concerning behaviour, they should report this to a member of staff immediately.

Admissions

The Admissions Office mostly arranges visits for prospective families, educational consultants or guardians. All admission visits are pre-arranged with a confirmatory schedule being sent to the visiting party.

After signing in via the terminal at Mint Yard Gate, admission visitors will be greeted by a member of the security team and escorted to the Admissions Office. Admission visitors will be provided with a lanyard which can be easily identifiable to the whole school community.

Pre-arranged tours for prospective pupils and their families may be conducted by appropriately selected and briefed Sixth Form pupils. These tours may include key areas of the school site, such as academic departments, boarding and day houses, sports facilities, and the Malthouse

Theatre. Where a visitor wishes to view a boarding house, the relevant Housemaster or Housemistress will be informed in advance to ensure appropriate oversight and safeguarding arrangements are in place.

To support the school's safeguarding responsibilities, pupil-led tours will follow a route approved by the Admissions Department and will take place only in well-populated and highly visible areas of the school. Sixth Form pupils acting as guides will receive appropriate briefing prior to the tour, including expectations regarding professional conduct, maintaining clear boundaries, and safeguarding awareness. They will be instructed to remain in designated areas, avoid unsupervised access to restricted locations, and immediately report any safeguarding concerns or incidents to the nearest member of staff. Staff will remain available throughout the visit and shall provide appropriate oversight of the tour process to ensure the safety and welfare of all visitors and pupils.

4. CONTRACTORS

A contractor includes anyone who is undertaking a paid service within the school such as manual labourers in construction, a sports coach, exam invigilators, visiting music teachers, or domestic cleaners.

All contractors must be registered through the HR department to ensure the school is compliant with off-payroll working rules (Understanding off-payroll working (IR35) - GOV.UK).

Once completed the sign-in process, contractors must always be accompanied by a member of staff. In circumstances where a company or an individual contractor carries our regular work within the school, a DBS, safeguarding training, and/or a comprehensive risk assessment may allow a contractor to work on site without being supervised by a member of staff. Permission for a contractor to work independently will only be granted by the HR department after the relevant steps have been completed.

5. BOARDING STAFF WHO HAVE VISITORS TO THEIR ACCOMMODATION DURING TERM TIME

All visitors to staff residential accommodation within the boundaries of the school must follow the steps outlined in this policy including the use of the sign-in and departure terminals.

No overnight adult visitors are allowed to stay in private accommodation in the boarding house during term time without advance permission from the Head of Safeguarding who will then confirm that permission has been granted with the relevant housemaster/mistress.

No visitor to staff accommodation within the boarding house during term time should be left alone in the accommodation at any time and neither should they be allowed to leave the private accommodation without a staff member escorting them at all times.

The school requires regular overnight adult visitors staying once a week or more to complete a DBS check or risk assessment, depending upon frequency, reason and access, and decided upon in liaison with the Head of Safeguarding.

It is the responsibility of the staff member to ensure that their visitors comply with all on school site regulations; if there is any failure to comply the school holds the right to refused visitors to staff accommodation.