



WETHERBY PREPARATORY  
SCHOOL  
— MARYLEBONE —



Wetherby Preparatory School  
Bryanston Square  
London W1H 2EA

020 7535 3520

# School Visitors Policy

Policy reviewed by:	Thomas Metherell
Review date:	July 2025
Submission date:	July 2025
Policy actioned from:	September 2025 – August 2026
Next review date:	June 2026
Reviewer's signature:	
Head's signature:	

**Circulation:** This policy is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with the boys.

**Please note:** 'School' refers to Wetherby Preparatory School and 'parents' refers to parents, guardians and carers.

This policy should be read with the following policies and guidance:

- The school's Safeguarding and Child Protection Policy
- Prevent Duty Guidance – HM Government 16<sup>th</sup> July 2015
- Keeping Children Safe in Education 2024 (until 1<sup>st</sup> September, at which point it will comply with *Keeping Children Safe in Education 2025*)

### **Introduction:**

Visitors are welcome to Wetherby Preparatory School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the boys is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all boys whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all boys at Wetherby Preparatory can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, proprietors, visitors and parents and conform to child protection guidelines.

The school is deemed to have control and responsibility for its boys anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All proprietors of the school
- All parents
- All boys
- Educational personnel (Local Authority Staff, Inspectors)
- Building and maintenance contractors

This policy applies to all visitors invited to Wetherby Preparatory School.

### **Visitors invited to School:**

Where possible permission should be granted by the Head before any visitor is asked to come into school.

- All visitors must ring the intercom and speak to the front desk staff on arrival and must not enter via any other entrance.
- All visitors must state the purpose of their visit and who has invited them.
- **They should be ready to show formal identification where appropriate.**
- All visitors will be introduced to the front desk staff and asked to sign into the automated visitor log.

- The front desk staff will issue each visitor with a visitor lanyard and inform the visitor about the procedures to follow in the event of a fire alarm/drill and if they feel unwell. A green lanyard is given to visitors that have had a DBS check. A red lanyard is given to visitors that do not have a DBS check and they must be accompanied by a member of staff the whole time they are on site.
- The front desk staff will show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the front door, sign out of the automated visitor log and return their visitor sticker.

#### **Visitors whose purpose is to work with the boys in some capacity:**

- Visitors may work with boys in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of boys or individuals or alternatively they may be working with a boy on a one to one basis (e.g. Children's Services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked (red lanyard) must not be left alone with boys at any point. This includes whole class or small group teaching or one to one interviews of boys or escorting boys around the building. If a visitor has DBS clearance (green lanyard) they may work with boys unaccompanied by another member of staff. At times this may be teaching a class or a one to one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.

#### **Use of external agencies and speakers:**

At Wetherby Preparatory School we encourage the use of external agencies or speakers to enrich the experiences of our boys; however we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our boys.

Staff members should seek permission from the Head giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously. Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our boys.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event. After the presentation a post

event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future. Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

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

We recognise, however, that the ethos of our school is to encourage boys to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our boys recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help boys develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

#### **Unknown/uninvited visitors to school:**

- Any visitor to the school site who is not wearing a visitors badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the front desk to sign in using the visitors book and be issued with a visitors badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head should be informed immediately.
- The Head and/or members of the Senior Management Team will consider the situation and decide if 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.

#### **Staff Development:**

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.