



BABLAKE & KING HENRY VIII SCHOOL

BKHS BABLAKE PREPARATORY
AND
BKHS PRE PREP

Procedures for Visiting Speakers

October 2021

These procedures apply equally to the Early Year Foundation Stage (Nursery, Reception, Key stage 1 and 2).

The following documentation must be emailed to and read by the visiting speaker in advance of arriving to BKHS Pre Prep or BKHS Bablake Preparatory:

- Visiting Speaker Protocol Email
- AUP Visitors Leaflet - If using IT
- Internet Security Rules
- Visitors and Visiting Speaker Covid-19 Rules

The following procedure must be followed when a visiting speaker arrives at school:

- The visiting speaker must present their credentials to the Office Administrator. The identification document must clearly show the visiting speakers name, organisation name and photograph.
- The identification document will be either:

- A photo ID
 - Organisation ID
 - Passport

- The Office administrator must check that the identification documentation matches the likeness of the visiting speaker.
- The visiting speaker will be asked to sign in on the Visitors sign in sheet
- A Visitors lanyard will be issued to the visitor.
A bright green lanyard will be issued to visitors that are allowed to be without supervision (have completed checks satisfactorily)
A bright pink lanyard will be issued to visitors that are not allowed to be without supervision (have not completed checks)
- Visitors will be expected to wear the lanyard at all times during their visit at BKHS Bablake Preparatory or BKHS Pre Prep
- Visiting speakers will also be expected to read and understand the Acceptable Use Policy for Visiting Speakers
- Any questions can be raised with the member of staff supervising the visiting speaker
- The member of staff organising the visiting speaker will be informed that the speaker has arrived at school and is waiting in the Reception area
- The member of staff will meet the visiting speaker in Reception
- The visiting speaker will be supervised at all times during their visit
- The visiting speaker will sign out on their departure and hand back their lanyard at Reception