



Willingdon
COMMUNITY SCHOOL

Visitor Procedure and Visiting Speakers' Agreement

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- Collective Worship Policy
- Keeping Children Safe in Education DFe 2021

Updated: February 2022

1. Introduction

Visitors are welcome to Willingdon Community School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. However, it is the school's responsibility to ensure that the security and welfare of its students are 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 children under our school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the students of Willingdon Community School 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, governors, visitors and parents and conforms to child protection guidelines.

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

The 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 governors of the school
- All parents/carers
- All students
- Education personnel (Local Authority staff, inspectors)
- Building and Maintenance Contractors

We may often have visitors who present to students remotely. In this circumstance, all measures set out in the policy should apply equally to those who have contact with our students remotely as they do for those who visit in person.

2. Visitors Invited to the School

Visitors to the school must adhere to the following:

- All visitors must report to reception first - they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in
- All visitors will be required to wear a lanyard
- Visitors will be escorted to the 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).
- **In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.**
- On departing the school, visitors should leave via reception, sign out and return their identification label to reception.

Visitors whose purpose is to work with students in some capacity are expected to adhere to the following:

- Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students of individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services of health professionals).
- Staff should ensure all normal visitor policy requirements are followed.
 - Any visitor who is not Enhanced DBS checked must not be alone with students at any point, as agreed with the safeguarding team. This includes whole class or small group teaching, one to one interviews of students or being escorted by students around the building.
 - If a visitor has an Enhanced DBS clearance, they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This

must be agreed in advance.

- Regular visitors to the school must have Enhanced DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

3. Use of External Agencies and Speakers

All External Agencies and Speakers must read the Visiting Speakers Agreement. (Appendix 1) Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- All information about the visiting speaker and booking process is recorded on a suitable proforma (Appendix)
- There is a formal invitation procedure, to include a clear outline by the speaker of their presentation in advance which is approved by the Headteacher or a senior member of staff. It is advisable to request the speaker provides a biography of themselves.
- There are appropriate suitability and background checks on the speaker and any organisation they present.
- A formal agreement (Appendix) is signed by the speaker recognising the school's commitment to equality and British Values. This should also make clear that a presentation will be brought to an early close if the content presented is unsuitable.

Any messages communicated to students must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals.

Any messages communicated to students must not seek to glorify criminal activity, violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.

Visitors should be aware of the following:

- Staff will be present during the visit including a member of the senior / middle leadership team who will monitor the speech to ensure it aligns with the values and ethos of the school and British values.
- Staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- There will be no attempt to raise funds without the prior written permission of the Headteacher.
- Depending on the nature of the presentation, either a sample of students or all students present will be asked for their feedback after the presentation. There will also be an opportunity for feedback from staff who are in the presentation, noting any contentious subject areas or comments. This will assist when making decisions about whether to invite the speaker back for future events.
- We recognise that the ethos of our school is to encourage students to understand opposing views and ideologies appropriate to their age, understanding and abilities and to be able to actively engage with such ideas in an informed debate. We may use external agencies or speakers to facilitate and support this. By delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any risks to themselves where appropriate to their age and ability. This will further help students to develop the critical thinking skills needed to engage in informed debate.

4. Unknown/uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

- They should be escorted to reception to sign in and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed immediately.

5. Governors

- All Governors have Enhanced DBS clearance.
- Governors should wear their ID lanyard at all times.
- Governors should sign in and out using the Inventory system.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

6. 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.

Checklist for Organising a Visiting Speaker Presentation

	<u>Key Staff</u>	<u>Details & date completed</u>
1. Email EMA / SPO / SLT line manager about proposed visiting speaker and what they are going to be presenting / discussing. Conduct research into their background, as necessary.	EMA and SLT	
2. Agree visiting speaker details/date and share this with SLT line manager and SPO. NB – all visits should take place for the whole lesson, to allow for key staff to be covered.	DoL/ DoSP / SLT	
3. Arrange venue and check availability	AWE	
4. Liaise with NTO about classes to be used. Where possible, this should be whole groups.	NTO	
5. Organise for member of SLT, DoL or DoSP to be present for the whole presentation.	SLT / DoL/ DoSP	
6. Inform all staff involved at least one week in advance, including notifying Reception.		
7. Ensure staff: student ratio is correct. There should be one member of staff present for every 35 students.	SLT	
8. Inform Pawel so photographs can be taken	PSM	
9. Send out Visiting Speakers' Agreement to the visitor.	SRO/SLT	
10. Share any business cards / leaflets with EMA for approval	EMA / NTO	
11. Meet and greet the visitor. Ensure they are accompanied by a member of staff at all times and never left alone with students.	SLT /DoSP / DoL	

WILLINGDON COMMUNITY SCHOOL

Visitors' and Visiting Speakers' Agreement

At Willingdon Community School, we understand the importance of visitors and external agencies to enrich the experience of our students.

In order to safeguard our students, we expect all of our visitors / visiting speakers to read our Visitors' and Visiting Speakers' Policy and to adhere to the statements below.

- Any messages communicated to students must support fundamental British values and our school values. The fundamental British Values are: **democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.**
- Any messages communicated to students must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals.
- Any messages communicated to students must not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- All visitors must be accompanied by a member of staff at all times and a senior member of staff will be present for all presentations / performances.
- Should the senior member of staff feel the message being given out does not align with the schools' values, they will interrupt and could bring to a close the presentation / performance.
- Visitors should not have phones or cameras out whilst in the presence of students and should not take any photos or videos of students.
- Visitors should not have any social media contact with students through personal emails, personal mobile phones and social media.
- No gifts, including money, should be given out to students, unless agreed before-hand with the Headteacher.
- Should visitors wish to hand out any cards or leaflets to students, these should be checked by the Headteacher beforehand.

I have read and agree to the above _____

Name: _____

Organisation: _____ Date: _____

Visiting: _____