

# Visitor and Visiting Speakers Policy



At St Matthew's CE Primary School we follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the Government's Prevent strategy.

**Please note that this policy should be read and reviewed in conjunction with the school's Safeguarding and Child Protection policies and guidelines.**

## 1. RATIONALE

St Matthew's CE School is a caring community, whose values are built on Christian foundations, encouraging mutual trust and respect for all. We welcome visitors from the local community and outside agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our pupils with a broad, balanced and enriched curriculum, which reflects our Christian principles and celebrates the rich heritage of our pupils. We see the inclusion of visitors' input into the school's curriculum as one means of ensuring that we meet this aim. This enables our pupils to question and learn from people from various walks of life and disciplines, gaining a wider insight into the lives of other people and the world in which we live. We recognise the valuable contribution this makes to children's learning and life experiences.

Visitors are welcome to St Matthew's CE Primary School. They 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 its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

### The policy applies to:

- All visitors invited to St Matthew's CE Primary School.
- 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 pupils
- Education personnel (Local Authority staff, Inspectors) Building and Maintenance Contractors

## 2. AIMS AND OBJECTIVES

It is our aim to safeguard all children under this 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 pupils of St Matthew's CE Primary School can learn, enjoy and benefit from 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 safeguarding and child protection guidelines.

When arranging visiting speakers staff will be mindful of the suitability and backgrounds of visitors being invited into the school and must ensure that suitability is confirmed. Appendix 1 is a checklist, which can be used by staff to help evaluate the suitability speakers, or organisations and groups running events for pupils on school premises.

## 3. GENERAL GUIDELINES FOR VISITORS INVITED TO THE SCHOOL

The Head Teacher and/or members of the Senior Leadership Team should be given a clear

explanation as to the relevance and purpose of the visit and intended date and time for the visit should be recorded in the school diary.

- 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 label.
- Visitors will then 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 using inventory and return their identification label to reception **Visitors whose purpose is to work with students in some capacity:**
- 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 or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals).
- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students.
- If a visitor has 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.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

#### 4. Volunteers

School supports parents/cares and other adults who wish to work as volunteers.

There are two main ways of helping:

**Occasional support** for school events, visits or trips. This is where parents/volunteers commit to supporting an individual event. This is classed as infrequent contact and does not require a DRB check and permission to undertake this role is at the discretion of the headteacher. School would not use this type of volunteer on a residential trip, where more frequent contact might be necessary.

**Regular support** in school is when parents/carers or other adults offer regular support to the school for a period of time. This commitment will be discussed with the Headteacher and mutually agreed duties will be defined. Once the regularity and nature of the work is defined, the decision about a DRB check will be made in line with national guidelines. If a DRB check is required, this will be carried out before

commencement of voluntary work in school. Details of the check will be kept on the schools Single Central Record.

Regular volunteers will be given an induction briefing and induction pack to ensure they are aware of school's key policies and procedures, including who to report safeguarding issues to. They will not have unsupervised contact with pupils and will be fully supported by suitably qualified members of staff.

Volunteers will be required to sign in and out on the electronic visitors' log and to wear a school 'visitor' badge.

## **5. Work Experience and Training Placements**

The school offers work experience placements for adults in childcare and teacher training as well as young people wishing to have work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency or place of study and a formal statement, together with the student's DRB check information, will be provided to school prior to commencement of the placement. This information will be held until the end of their placement. Where a student is at secondary school, a statement of assurance as to their suitability will be obtained from the secondary school. Whilst these measures are strictly adhered to, we wish to assure all volunteers of our commitment to supporting their learning experience and stress that we value their contribution.

## **6. Contractors**

Where possible, maintenance work carried out on the school site will be outside of pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the school's safeguarding requirements, which consist of the following procedures:

- Contractors are required to sign in using the electronic log and report to the building site supervisor.
- They will be requested to present photographic identification related to their employment. In cases where this is not possible, a telephone call check will be made with the relevant employer before entry is permitted.
- A school visitor badge will be issued and prominently worn. This is to assure all school staff and children that contractors have completed the above procedures and are known to be on the site. Where a contractor does not display their school visitor badge, they can expect to be politely challenged by our staff who are vigilant in ensuring the above procedures are adhered to. Pupils are also encouraged to report to a member of school staff if any visitor they encounter on site is without a school visitor badge.
- In some special circumstances some contractors, who regularly work on school premises, will be required to have DRB verification in place. This is because the nature of their work means either they will be working in close proximity to children and/or working with sensitive materials e.g. ICT management.
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In such cases, school will not carry out the DRB check. Before work commences, the contractors will be required to supply their employee's DRB details in line with government guidelines.

Visiting staff from the Local Authority, Primary Care Trust and private companies that have Service Level Agreements with school do not have to comply with the aforementioned vetting procedures as their organisations have issued a statement of assurance to the school. These statements assure school that enhanced DRB checks have been carried out on all staff who visit school. These staff will need to sign in using the electronic log and wear a 'visitor' badge.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will be required to submit DRB verification. However, they will still be informed that they will need to provide ID evidence when visiting the school.

## **7. EXTERNAL AGENCIES AND SPEAKERS**

At St Matthew's CE Primary School we encourage the use of external agencies or speakers to enrich the experiences of our students; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

All External Agencies and Speakers must read the Visiting speakers agreement. (Appendix 2) Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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 students

## **8. 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 then be escorted to reception to sign in using inventory 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 Head Teacher should be informed immediately.
- The Head Teacher and/or members of the Senior Leadership Team will consider the situation and decide if it is 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.

## **9. GOVERNORS**

- All governors have 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.

## **10. 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.

<i>Policy Author:</i>	<i>Simone Pringle</i>
<i>Approved by/when:</i>	<i>Governing Body Bi-Annually</i>
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Appendix 1: Checklist for vetting speakers/ visitors to school

	Vetting procedures	Notes
	<p>How did the school find the speaker?</p> <p>Was he/she recommended by a trustworthy person/organisation?</p>	
	<p>Does the school have the speaker's CV?</p>	
	<p>Does the speaker have appropriate DBS checks in place?</p>	
	<p>Does an internet search about the speaker raise any concerns?</p>	
	<p>Can the speaker provide references of other schools where he/she has spoken?</p> <p>What is the feedback from those referees?</p>	
	<p>Is it possible to meet with the speaker beforehand?</p>	
	<p>Have you discussed the school's expectations with the speaker?</p> <p>Do they understand the purpose of their visit and any rules the school has in place?</p>	

Appendix 2:

### **Visiting Speakers Agreement**

At St Matthew's CE Primary School we understand the importance of visitors and external agencies to enrich the experiences of our students.

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

- Sign in using the school procedures -inventory system and adhere to school information and guidance on visiting our school.
- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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 students.
- Visitors without DBS (Disclosure and Barring Service) certificates will be accompanied by a member of staff at all times.