

Thomas A Becket Junior School



Visitors Policy



Thomas A Becket Junior School

VISITORS POLICY STATEMENT & VISITING SPEAKERS AGREEMENT

Thomas A Becket Junior School is fully committed to safeguarding and promoting the welfare of all its pupils.

Context

This policy should be read with the following:

- Safeguarding Statement & Child Protection Policy
- Collective worship policy
- (Revised) Prevent Duty Guidance HM Government (July 2015)
- Keeping Children Safe in Education DfE

Introduction

Visitors are welcome to our school. They make a valuable contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its pupils are not compromised at any time, and that visitors comply with all guidelines.

It is our aim to safeguard all children under the school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure our pupils can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish clear protocols and procedures for the admittance of external visitors to the school which are understood by all staff, governors, visitors and parents and conform to child protection guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during before- and 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; those running extra-curricular activities and clubs; those attending sports fixtures; ChildCare club staff; ITT/Work Experience students; prospective parents; meeting, course & event leaders & attendees; and assembly/topic related visitors e.g. representatives of local churches & groups; drama groups; business people, authors, artists etc.)

- All governors of the school
- All parents/carers (including volunteer helpers; FOS committee members & helpers)
- All pupils
- Education personnel (e.g. Local Authority staff; Ofsted Inspectors; other specialists – e.g. Speech and Language therapists, social workers, etc.)
- Building and Maintenance Contractors; those delivering goods to the school site; etc.

This policy applies to all visitors invited to Thomas A Becket Junior School.

Visitors invited to the school

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

- 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 show formal identification, asked to read the CP guide, sign in on the checkie machine and told the fire evacuation arrangements, they will then be assigned a badge that they will be required to wear at all times
- Visitors that are here for meetings, training days, contractors or any visitor that will be on the school site for a period of time during the day will be given a Safeguarding Quick Reference Guide. This does not include parents that are here for assemblies, open afternoons or such events.
- 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 (*wherever possible*) to the assembly point in the playground
- On departing the school, visitors should leave via reception, sign out on the checkie machine and return their visitor's badge to reception.

Visitors whose purpose is to work with pupils in some capacity

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil 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 individual pupils at any point (*this includes whole class or small group teaching, pupil interviews, attendance at open events or when being escorted on tours around the building*).

If a visitor has DBS clearance, they may work with pupils 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 DBS clearance
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy

Use of External Agencies and Speakers

At our school we encourage the use of external agencies or speakers to enrich the experiences of our pupils.

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

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:

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

We recognise, however, that the ethos of our school is to encourage pupils 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 and 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 pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help pupils develop the critical thinking skills needed to engage in informed debate.

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 and be issued with an identity badge
- 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.

Governors

- All governors have DBS clearance
- Governors should wear their ID lanyard and badge at all times
- Governors should sign in and out (*if not wearing their ID lanyard & badge*)
- New governors will be made aware of this policy and procedures as part of their induction.

Expected Behaviour of Visitors

The Governing Body of our school expects and requires its members of staff to behave professionally and work in collaboration with visitors and the wider community without fear of violence and abuse.

Types of behaviours that will not be tolerated are:

- Shouting or a raised voice in person or on the phone to anyone
- Verbal or written abuse including aggressive or threatening behaviour towards staff in any form such as, email, letter or via social media
- Physically intimidating or threatening behaviour such as waving or holding a finger or fist towards another person or any form of physical abuse such as but not limited to punching, slapping, kicking, pushing
- Racist or sexist comments
- Breaching the school's security procedures

Unacceptable behaviour towards staff, other parents or children may result in the local authority and/or the police being informed.

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.

Other related documents

- School trip, visitor, & event flowcharts & risk assessment templates
- Visitors to School Child Protection guidance card
- Safeguarding Sheet for volunteers to the school
- Visiting speakers' agreement (*see: below*)
- Vetting visiting speakers (*see: below*)



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Visiting Speakers Agreement

At Thomas A Becket Junior School we understand the importance of visitors and external agencies to enrich the experiences of our pupils.

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

- 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 pupils
- Visitors will also be accompanied by a member of staff at all times

Vetting Visiting Speakers *(for individual use if required)*

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