

# Sir Robert Geffery's School

## Visitors Policy and Visiting Speakers Agreement

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- Collective Worship Policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education (latest version)

### **Ethos**

At Sir Robert Geffery's School we ensure that through our school vision, values, rules, diverse curriculum and teaching we promote tolerance and respect for all cultures, faiths and lifestyles. The governing body also ensures that this ethos is reflected and implemented effectively in school policy and practice and that there are effective risk assessments in place to safeguard and promote students' welfare.

We have a duty to prepare our children for life in modern Britain and to keep them safe.

Pupils who attend our school have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.

### **1. Introduction**

Visitors are welcome to Sir Robert Geffery's 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. 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.

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 Sir Robert Geffery's 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 pupils 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 pupils
- Education Personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Sir Robert Geffery's School.

## **2. Visitors Invited to the School**

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school. The Headteacher 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 sign in.
- All visitors will be required to wear a school visitor's badge if they do not have an official photograph ID badge.
- 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 and return their visitor's badge 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 or escorting by students around the building.
- 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. 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.

### **3. Use of External Agencies and Speakers**

At Sir Robert Geffery's 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.

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 directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our students.

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 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

We recognise, however, 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 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 students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

### Checklist when arranging external visitors

Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people. Speakers will be asked to sign a 'Visiting Speaker Declaration' (Appendix A) that ensures they uphold the values and policies of the school.	
Staff arranging speakers at the school must notify the Headteacher in advance of the plans so that she can be assured that the appropriate checks are carried out to ensure messages delivered are appropriate and align with the stated values of the school.	
Check (or ask a senior member of staff to help with this) that the visitor comes from an organisation which has values which align with those of the school. This may involve a Google search.	
Agree in advance for details of what the content of the talk/lesson will be.	
Before the visit, discuss with the visitor how the session fits in with the school's programme, scheme of work, values and ethos.	
Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session	
Inform the visitor of: number, age and gender ratio of students background, ethnicity and culture of students, special educational needs (if applicable).	
Provide access to relevant school policies e.g. SRE, Drugs Educations, and risk assessments, as appropriate.	
Inform relevant people of the presence and remit of the visitor, e.g. school office in advance for the diary and visitor badges.	
Inform pupils in advance of the activity.	
Provide the visitor with a named contact.	
Organise meet and greet arrangements and classroom or assembly lay out.	
Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.	
Ensure the activity meets Health and Safety guidelines.	
Ensure the visitor / external agency is thanked for their contribution and where applicable, fees are paid.	
Give pupils time to reflect on what they have learned.	

#### **4. Parent Visitors**

Partnership with parents is a strong feature of Sir Robert Geffery's School which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. Parents who visit the school site at times other than the start and end of the day are expected to report to the main office to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied. If the parent needs to visit a room in a classroom zone for any other reason they will be escorted by a member of the office staff. Exceptions to this are when there is a planned school or classroom event (eg, Homework Display), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

#### **5. Governors**

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

#### **6. 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 a visitor's badge.
- 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.
- The Headteacher 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.

#### **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.

#### **Monitoring and Review**

This policy has been reviewed by the Personnel Committee: January 2020 and is reviewed annually.



# Appendix 1



## Sir Robert Geffery's School

### Visiting Speakers Agreement

At Sir Robert Geffery's School we understand the importance of visitors and external agencies to enrich the experiences of our students / school community.

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

#### **I agree to adhere to this Agreement**

Signature: .....

Name (in caps): .....

Organisation: .....