



## EXTERNAL VISITORS POLICY

Approved by:	11 December 2020
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# **The Weald School**

## **External Visitors' Policy**

This policy should be read with the following policies and guidance;

- The school's safeguarding and child protection policy
- Keeping Children Safe in Education - DfE 2020

### **Introduction**

Visitors are welcome to The Weald School and 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 the students 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 whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all Weald students 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, proprietors, 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.

This policy applies to all visitors invited to The Weald School.

### **Visitors Invited to School**

Where possible permission should be granted by a member of the senior leadership team before any visitor other than a parent of a student is asked to come into school.

- All visitors must report to reception or sixth form 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 (local authority staff should have their ID badge).
- All visitors will be asked to sign in using the digital platform.
- All visitors will be required to wear an identification badge and read the information about safeguarding and protocol. Visitors are required to wear the badge at all times.
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision. In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assembles at the visitor assembly point.
- Any visitor who is not DBS checked must not be left alone with pupils at any point.
- Regular visitors to the school must have DBS clearance.
- On departing the school, visitors should leave via reception and sign out via the digital platform.

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

At The Weald 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 and speakers who we engage to provide such learning opportunities or experiences for our pupils.

Members of staff should liaise with their SLT line manager, giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously. Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

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 be directly 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 visiting speakers will be expected to talk with the staff member in charge of coordinating the event about the content of the presentation before the event. Visiting speakers will be made aware that their presentation will be brought to an early end if the content proves unsuitable.

### **Unknown/uninvited visitors to school:**

- Any visitor to the school site who is not wearing a visitor's 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 and a member of SLT should be informed immediately.
- The Headteacher and/or members of SLT will consider the situation and decide if 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.