

The Weald School

External Visitors' Policy and Visiting Speakers' Agreement

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

- The School's Safeguarding and Child Protection Policy
- PREVENT Strategy - HM Gov
- Keeping Children Safe in Education - DFE 2015

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 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 proprietors of the school
- All parents/carers
- All students

- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

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 the Visitors' Record Book which is kept in reception at all times.
- All visitors will be required to wear an identification badge and read the information about safeguarding and protocol. Visitors are required to wear the lanyard and 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.
- On departing the school, visitors should leave via reception, entering their departure time in the Visitors' Record Book alongside their arrival entry and returning the identification 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 or assembly (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 that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.

- If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff. At times this may 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' agreement.

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 and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers' Agreement' (see appendix 1).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the visiting speaker should be booked again in the future.

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 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 visiting speakers to facilitate or 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 risk themselves where appropriate to their age and ability but also to help students develop critical thinking skills needed to engage in informed debate.

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 using the visitors' book 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 a member of SLT should be informed immediately.
- The Headteacher and/or members of the senior leadership team 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.

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.

Appendix 1

Visiting Speakers' Agreement At The Weald School

We understand the importance of visiting speakers and external agencies to enrich the experiences of our pupils.

Please be aware of our 'Wildly Important Goals' and 'Wildly Important Beliefs':

Goals:

1. An innovative, challenging and personalised curriculum leading to exceptional progress for all
2. Inspiring, creative and dynamic teaching and learning experiences
3. A culture of positive engagement, mutual respect, collaboration, compassion and independence
4. A wider experience that builds self-esteem, resilience and personal growth

Beliefs:

1. Every individual matters and is unique
2. With the right attitude and mind-set we can achieve more
3. Focused hard work and persistent attention to detail leads to success
4. We are all accountable for the responsibilities we hold

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

- Any messages communicated to students support fundamental British Values and our own 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 matched to the needs of pupils. Please liaise with the member of staff to ensure that content and activities are age appropriate.
- Visiting speakers will be accompanied by a member of staff at all times.

Signed:

Date: