

VISITORS AND VISITING SPEAKERS STATEMENT

Procedure to be followed prior to day of visit:

The Headteacher must be informed in advance that a visitor/visiting speaker is intended to be invited to the school. When looking at inviting a visitor/visiting speaker the following information should be provided to the Headteacher:

- brief description of booking
- group size, year group
- date, start and end time of the event
- brief content of visit

The Headteacher can then give provisional permission for the visitor/visiting speaker to be booked. Following this, the name of the intended visitor/visiting speaker and details of any organisation represented must be forwarded to the SBM.

Once this information is passed on, the process of obtaining clearance can begin. Final clearance for the visitor/visiting speaker will be granted by the Headteacher once satisfactory **DBS** and **Disqualification by Association** forms have been completed and recorded. If the school has any concerns during the clearance process it will pass any relevant information to the designated officer within the local authority (DO).

The member of staff responsible for booking the speaker must ensure the **Visitor/Visiting Speaker Agreement** form (Appendix A) is read and signed. This needs to be completed, signed and returned to the school before the presentation or workshop can begin. The form indicates a commitment to the following:

- The visitor/visiting speaker must not incite hatred, violence or call for the breaking of the law.
- The visitor/visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- The visitor/visiting speaker must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
- The visitor/visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- The visitor/visiting speaker must adhere to the school's Single Equality and Safeguarding Policies.
- The visitor/visiting speaker must also read and sign the **ICT Acceptable Use Policy** (Appendix B).
- The visitor/visiting speaker is not permitted to raise or gather funds for any external organisation or cause without express permission of the Headteacher.
- The visitor/visiting speaker should be advised that they will be required to sign an agreement before speaking. If requested, a copy of the agreement will be sent to the speaker in advance of the presentation.

Procedure to be followed on the day of visit:

On arrival the visitor/visiting speaker should be met at reception, they should sign in and issued an ID badge. The visitor/visiting speaker should be accompanied at all times by a member of school staff whilst in the presence of children.

Prior to the speech/presentation/workshop the Visitor and Visiting Speaker Agreement and ICT Acceptable Use forms must be read and signed by the visitor and returned to the SBM.

During the presentation/assembly/workshop at least one member of staff will be present at all times.

Following the presentation/assembly/workshop the guest should be accompanied by a member of staff to the school reception where they should sign out, return their ID badge and leave the premises.

The member of staff organising the address/assembly/workshop should review/evaluate the visitor/visiting speaker and report any concerns to the Designated Safeguarding Officer immediately. If concerns are raised, the Safeguarding Officer will take action to address the concern in line with the school's Safeguarding Policy. Records will be maintained and necessary parties including the Headteacher and Chair of Governors will be informed.

Monitoring and Evaluation

This policy will be reviewed annually as part of the safeguarding review.

July 2016

Ridgeway Infant School
Visitor/Visiting Speaker Agreement

This form indicates a commitment to school safeguarding procedures and must be completed, signed and returned to the SBM before the presentation/assembly/workshop can begin. This agreement will then be stored on file.

Name of Visitor/Visiting Speaker:	
Purpose of visit:	
Year Group to be visited:	
Proposed date of visit:	
Visit Organiser:	
As a visitor/visiting speaker to Ridgeway Infant School I have read, understand and agree that I:	Tick (✓) to agree
<ul style="list-style-type: none"> • must not incite hatred, violence or call for the breaking of the law 	
<ul style="list-style-type: none"> • am not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts. 	
<ul style="list-style-type: none"> • must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony. 	
<ul style="list-style-type: none"> • must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge. 	
<ul style="list-style-type: none"> • must adhere to the school's Single Equality and Safeguarding Policies (copies are available on the schools website or can be requested from the school office) 	
<ul style="list-style-type: none"> • must also read and sign the schools Acceptable Use Policy (Appendix 2). 	
<ul style="list-style-type: none"> • am not permitted to raise or gather funds for any external organisation or cause without express permission of the Headteacher. 	
To be completed by SBM:	
<ul style="list-style-type: none"> • DBS paperwork received and clearance approved 	
<ul style="list-style-type: none"> • Disqualification by Association paperwork received and clearance approved 	

As a visitor/visiting speaker to Ridgeway Infant School I accept this agreement.

Name: Signed:

Date:

Ridgeway Infant School
ICT Acceptable Use Policy

To ensure that members of staff and Governors are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's internet access and e-safety policy for further information and clarification.

- ✓ I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- ✓ I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs (Personal Digital Assistant), digital cameras, email, social networking and that this policy may also apply to personal ICT devices when used in school or for school business.
- ✓ I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- ✓ I understand that my use of school information systems, internet and email may be monitored and recorded to ensure policy compliance.
- ✓ I understand that school ICT systems, internet and email are provided to enable me to do my job and that any personal use must not impede that purpose. Personal use of any device provided by school will always be appropriate to my professional standing and will not jeopardise the reputation of the school.
- ✓ I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- ✓ I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- ✓ I will not introduce devices (memory sticks etc.) into the system without first having checked for viruses.
- ✓ I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- ✓ I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, USB Flash Drives, digital cameras, mobile phones), unless they are secured and encrypted.

Appendix 7

- ✓ I will not use personally owned cameras (including those on devices such as mobile phones, pocket computers or similar) to take photos of pupils within the school context.
- ✓ I will not use school cameras to take photos or videos for personal use.
- ✓ I will respect copyright and intellectual property rights.
- ✓ I will report any incidents of concern regarding children's safety to the E-Safety Coordinator, the Designated Child Protection Coordinator or Headteacher.
- ✓ I will ensure that electronic communications with pupils and parents including email, IM (Instant Messaging) and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted as inappropriate or libellous.
- ✓ My electronic communications regarding school business with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number.
- ✓ I will not have inappropriate contact with current pupils, ex-pupils or other children or young people up to the age of 19 years, where the relationship has developed as part of my 'professional' role.
- ✓ I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- ✓ I will ensure that I am aware of my responsibilities under **The Obscene Publications Act 1959 and 1964** and **The Children's Act 2004**.

The school may exercise its right to monitor the use of the school's information systems and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept this code of conduct.

Name: Signed:

Date: