

Thursfield Primary School



VISITORS & VISITING SPEAKERS POLICY

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Introduction

This policy has been produced by the Headteacher in consultation with, staff and the governing body of Thursfield Primary School. It has been ratified by the LGB and will be reviewed annually from March 2018 onwards. It will be amended in accordance with new or revised government legislation and / or DfE guidance as required.

Statutory requirements

Thursfield is aware that schools should be able to provide inspectors with a list of all visiting speakers, giving details of the organisations (if any) that they represent, from 1st January 2013, as well as of any extra-curricular activities organised by or promoted by the school, where political issues are or might be brought to the attention of pupils. This policy has been produced with this in mind.

Actively promoting fundamental British values

Through visitors and visiting speakers coming to the school we aim to more effectively fulfil our responsibility to prepare our pupils for life in modern Britain and in so doing foster and develop attitudes in our pupils that accord with the fundamental British values of democracy, individual liberty, and the rule of law and tolerance of respect for those people of other faiths and of no faith.

List of visitors and visiting speakers

In conjunction with this policy a list of visitors and visiting speakers is kept in the school office and is regularly updated. The list includes the date of visit, the name of the visitor and, if any, the name of the organisation they represent. It also records the appropriate checks and arrangements that have been made in order to vet the visitor and, where appropriate, their organisation. If a visitor does not have an up to date DBS check then the school will ensure that the visitor is not left alone with pupils at any time during their visit and that a member of Thursfield staff is with them at all times to provide the appropriate level of support and supervision.

A commitment to safeguarding pupils' welfare

Thursfield is committed to providing a secure environment for pupils, where children feel safe and are kept safe. We recognise that safeguarding is everyone's responsibility irrespective of whether their role has direct contact or responsibility for pupils. Thursfield takes its responsibilities for the welfare, health and safety of its pupils very seriously and as such this policy forms part of its overall safeguarding strategy. It should be read alongside several other complementary policies in order to gain an overview of the holistic approach undertaken by the school to safeguard the welfare of its pupils.

These policies include:

- a) Thursfield Safeguarding and Child Protection policy
- b) Thursfield Policy for the Promotion of Fundamental British Values
- c) Thursfield Policy for the Prevention of Extremism and Radicalisation

- d) Keeping Children Safe in Education,
- e) Thursfield Anti-bullying Policy
- f) Health and Safety Policy
- g) Complaints Policy

Definitions

The guest speaker is a person who is asked to speak at an event. The person is usually not deeply connected with the event or running it in any way. Instead the guest speaker may add to the event by sharing knowledge, indicating support or entertaining others. The main focus of visiting speakers to Thursfield is to engage pupils in an educational or informative endeavour. In each case, they are defined by the fact that they will speak or otherwise communicate, and they have been invited to do so by the school.

Enriching the shared perspective

Visitors will always be made to feel welcome in school.

- We often benefit from visiting speakers from a range of organisations and perspectives who take lessons or assemblies which serve to augment the vision and aims of the school.

- We are committed to making use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum.

- Visiting speakers can support our delivery of a broad and balanced education for our pupils.
- People from the local community and beyond can enrich their understanding of the local and global society we are a part of.
- Coming from outside of the shared perspective of those organizing or attending an event, they often bring something new to it and provide much food for thought for follow up activities in school.
- Typically, their success depends upon how well matched their message or speech may be to the event in question, and also on how well they can deliver a speech or set forth a compelling message.

Providing feedback

- School leadership will evaluate the success of the visitor / speaker and decide whether they should be invited back to the school. Pupils may also be consulted as part of this process.
- Thursfield has found that specific pupil feedback on questionnaires for some visitors has proved to be instrumental for improvement in this area; copies of feedback or a summary is sometimes provided and indeed visiting speakers have welcomed the feedback.

Planning and preparation for the visit

Guest speakers are given information on how long they should speak, and the focus topics. The persons hosting the event should ask the speaker to focus on specific and key areas appropriate to the age group, class, department, assembly or wider setting that they have been invited to take part in.

Introducing the visitor / visiting speaker

Introductions of the guest speakers should be provided and be well prepared and delivered. The person making the introduction should give a little information about the background of the speaker, name some of his or her accomplishments, and then perhaps suggest why the speaker is present.

Vetting and checking

- 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.

- All visiting speakers must read and adhere to the visiting speakers' agreement, shown on the last page of this document.

Procedures for visitors coming into the school

- Visiting speakers are usually invited and / or recommended by a member of school staff.
- As much as possible a visiting speaker's content will be reviewed before delivery, so that any potential concerns related to appropriateness can be raised
- The visitor is informed of any relevant information about the young people involved in the activities (medical, emotional)
- The school will ensure that the educational visitor is aware of relevant school procedures and policies and in particular Health and Safety, First aid, accident and emergency procedures, behaviour management procedures and safeguarding procedures
- Once a speaker has visited an informal review of their work with the school is conducted by the relevant lead member of staff, and any key issues are discussed in the relevant staff meetings, and/or are reported to members of the SLT.
- A record of all visiting speakers is kept by the office, and the staff member making the invitation is responsible for communicating the details to the administrative staff.

Parents and volunteers

- Parents and volunteers will be directed by a member of the school staff
- The class teacher will meet with the parent / volunteer prior to the delivery of the programme to discuss these issues and to be satisfied that the parent / volunteer is competent to carry out the agreed work.
- This will be confirmed in writing outlining the main purpose of the programme and setting out the roles and responsibilities
- All parents / volunteers will be briefed with regards to Safeguarding, confidentiality and Health & Safety specific to the school
- DBS checks will be requested if the volunteer is in school on more than three occasions to support in any one month
- Parents / volunteers are requested to sign in / out at the office in the Visitor's Book (even if they have already been in school to drop a child off)
- Parents / volunteers should refer any behaviour issues displayed by a child to a teacher or TA immediately and not attempt to deal with it themselves

Professionals

- Visitors from the Local Authority requiring to work unsupervised with a pupil, should bring in a copy of their DBS and photographic ID on the first visit (to be recorded on the central record).
- After the initial visit photographic ID will suffice. If they do not have their DBS then they must be accompanied at all times by a member of Staff. Possible Local Authority employees may include: Educational Psychologists, Educational Welfare Officers, Advisory Teachers, School Improvement Officers, Peripatetic Music Teachers, SEN Officers, Safeguarding Children Service, Social Workers, Youth Offending Workers
- In an emergency situation when a Social Worker or Police Officer is called by the school, a photographic ID or Police badge should be given as ID. Verification should be sought by phoning the Social Worker or Police Officer's main office if any uncertainty

Contractors

- Contractors need to sign in/out before being introduced to the Headteacher, Principal or Administrator who will provide relevant access to the site as is required
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed
- Any contractor must not be left with pupils unaccompanied by a member of staff.
- Any contractors on site who are not recognised, or who are not appropriately badged should be politely asked their business and escorted back to the office
- All visitors must return the visitor's badge before leaving the site and sign out
- All contractors are invited to read and sign the Asbestos Management folder

Educational visitors in classrooms

- Educational visitors should sign in / out in the visitor's book in the school office. They should either have a photographic ID or a school visitor's badge
- If an educational visitor will be working with the children on more than three occasions then a DBS will be required.
- The pupils will be encouraged to be actively involved in the planning and preparation for the visit and also to reflect on the visit and the process after its completion
- Prior to the visit, visitors will be advised of the aim of the session and why they have been asked to be involved. The visitor will be given a summary of the education the pupils have already received in the given topic and what the future learning goals are
- The visitor will also be given the relevant information on the number of pupils involved, their ages, the time allocation and any resources they will have available
- The school will ensure any visitor is adequately vetted in line with current regulations the protection and safety of the children will always be paramount

- The teacher should ensure that the visitor is used to the maximum potential and will ensure the visitor understands the needs of the pupils.
- The teacher should provide the visitor with any relevant policies
- The teacher will remain with the visitor and be part of the experience to allow appropriate follow up work to take place. If the visitor refuses to have a teacher present then the visit will not be allowed to go ahead
- Visitors should refer any behaviour issues to the class teacher or TA
- All educational visitors should have a briefing and a designated teacher will be appointed who retains overall responsibility for the work (usually the class teacher). The school retains responsibility for Health and Safety of pupils

The school will ensure that:

- The work of the educational visitors follows school programmes for curriculum and extra-curricular activities
- Sessions are pre planned with clear learning objectives
- The activities and equipment are suitable for the age, ability and size of the group
- The activities are suitably differentiated and inclusive for the group
- There is a formal record of sessions to aid future planning

Educational visitors in classrooms, setting out the procedure to be followed before, during, and after a visit:

- On the day of the visit, educational visitors must bring photographic identification and sign in and out at the school office
- The school involves the children in planning for, and reflecting upon, the visit
- Visitors will be given information about what the children already know about the topic, the aims of the session, and why they have been asked to be involved
- Visitors will be vetted to ensure the protection and safety of the pupils
- The teacher will provide visitors with any relevant policies
- A visit cannot go ahead if a visitor refuses to have a teacher present

Complaints and disciplinary procedures

The employer is responsible for disciplinary issues. Disciplinary issues for volunteers will be the responsibility of the school.

Unknown and / or 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 the visitor's book and be issued with an identity badge. The procedures for invited visitors then apply

- In the event that the visitor refuses to comply, they should be asked to leave the site immediately by the Headteacher
- The Headteacher 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

Visiting speakers' agreement

An agreement and guidelines for visiting speakers is provided, which sets out terms and conditions such as:

- The presentation must be appropriate to the age and maturity level of the student audience
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- The content of the speech/presentation must contribute to preparing pupils for life in modern Britain
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge

Helpful questions to consider when preparing or a visiting speaker to come to school

- How did the school find the speaker?
- Were they recommended by a trustworthy person or organisation?
- Does an internet search about the speaker raise any concerns?
- Can the speaker provide references from other schools they have spoken?

Concerns

Where any concern is raised regarding the conduct of a visiting speaker or the content of their presentation, this should be given verbally in the first place to the Headteacher or Principal, and if necessary this should be put in writing. The School Leadership Team (SLT) will then follow up the concern as a matter of urgency.

If there is a Safeguarding concern then the member of staff with the concern should follow the school safeguarding procedures and inform the Designated Safeguarding Lead (DSL) which is the Headteacher, who will then follow school policy as appropriate.