

# **VISITORS & EXTERNAL SPEAKERS POLICY**

***This policy covers staff working at Westwood Kindergarten, Westwood Prep, Westwood High and Westwood Sixth Form.***

## **RATIONALE**

This policy seeks to safeguard all learners during school hours as well as out of school activities which are arranged by the school. It aims to ensure that learners enjoy extracurricular experiences in an environment where they are safe from harm. The policy sets out the school procedures for admitting external speakers and visitors to the school. It is the responsibility of Governors, staff, parents and all visitors to be aware of and comply with this policy. The policy is to be read in conjunction with our Safeguarding and Health and Safety policies.

## **INTRODUCTION**

The school aims to make visitors feel welcome by dealing with them in a courteous and professional manner. It is the duty of the school to ensure the welfare, health and safety of learners and staff at all times. All visitors are expected to comply with this policy. Failure to do so will result in visitor's being escorted from the school site. The police or relevant authority may be contacted if the need arises.

The Principal is responsible for the implementation, coordination and review of this policy. The Principal will liaise with the School Administrator and Designated Safeguarding Lead to ensure the smooth implementation of this policy. All breaches of this procedure must be reported to the Principal immediately.

The school is responsible for learners anywhere on the school site (within the school boundary fence) during normal school hours, during after school activities and during off-site visits/activities organised by the school.

This policy applies to the following:

- All staff employed by the school
- All external speakers and visitors entering the school site during the school day or for after school activities. This includes Peripatetic Tutors, Sports Coaches and topic related visitors e.g. Authors and Journalists
- All School Governors
- All parents and volunteers
- All pupils
- Personnel for educational organisations
- Other external organisations

- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

## **PROCEDURES**

All visitors to the school are required to provide proof of identity at the time of their visit unless they are on the Approved Visitors List (see below). Schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's' relatives or other visitors attending a sports day). The Principal will use her professional judgement about the need to escort or supervise these visitors. (Keeping Children Safe in Education 2022)

### **Upon Arrival**

- All visitors must report to reception upon arrival
- At reception, all visitors must state the purpose of their visit and who has invited them
- Visitors must be able to provide photographic evidence to verify their identity
- Visitors will be asked to sign the Visitors Sign In Sheet which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration
- Notification of visitors will be logged with reception in advance and circulated to the Senior Leadership Team so they are aware of future visitors
- All visitors will be required to wear a Visitor badge – the badge must remain visible throughout their visit
- Visitors must be given information about Fire Safety, Evacuation procedures and Safeguarding policies which they should read before entering the school
- They should be given the names of the Designated Safeguarding Leads and encouraged to report any incidents or concerns about the conduct of any adult on the school site
- Visitors will then be escorted to their 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
- The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

### **Departure from School**

- On departing from the school, visitors **must** leave via reception and:
- Enter their departure time in the Visitors Record Sheet alongside their arrival entry
- Return the Visitor badge to reception

### **Unknown/Uninvited Visitors**

- Any visitor to the school site who is not wearing a Visitor 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 Visitors Record Sheet and be issued with a Visitor badge

- The procedure laid out under 'Upon Arrival' (above) will then apply
- **An investigation will be carried out to find out why the visitor was not given a Visitor badge**

### **Refusing to comply with school policies**

- If a visitor refuses to comply, they should be asked to leave the site immediately and the Principal or a member of the Senior Leadership Team should be informed immediately
- The Principal/Senior Leader 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

### **TRUSTEES AND VOLUNTEERS**

- All Volunteers and Trustees who will have contact with learners must complete a DBS check through our school office
- New Trustees will be made aware of this policy as part of their induction. This is the responsibility of the Chair.
- New volunteers will be made aware of this policy when they first enquire about a possible volunteering opportunity.

### **STAFF TRAINING**

All new staff will be made aware of this policy as part of their induction.

### **APPROVED VISITOR LIST**

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record **AND**
- b) A current clear DBS children's barred check has been undertaken

A copy of the approved visitor list will be kept in reception at all times.

### **STAFF GUIDANCE FOR ORGANISING VISITS FROM EXTERNAL AGENCIES:**

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies

- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline
- Inform each visitor/external agency of all information to ensure the inclusion of all learners. This may include the age and ratio of learners, background, ethnicity and culture of learners
- Provide each visitor with a named school contact
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session
- Staff must ensure such visitors are aware of the school's safeguarding procedures
- All staff must inform the Principal and School Administrator of the intended visit and remit of the visitor
- The school contact will inform the School Administrator if visitor fees to be paid
- **The Principal must grant approval before a visitor can be invited to the school**
- The class teacher must be present during the session as they are responsible for class discipline, monitoring and evaluation
- Ensure the pupils are given time to reflect on what they have learned
- The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution

## **EXTERNAL SPEAKERS**

Anyone other than a current member of staff or current pupil who may be invited to deliver a talk, sermon, expound on a piece of religious text or political viewpoint etc.

The school will follow the procedure below when inviting an External speaker:

- External speakers and visitors are subject to web and other security checks as standard practice by the School
- External speakers and visitors must ensure that they comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward - or in the manner in which they express these views or ideas - they do not infringe upon the rights of others or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds

In order to protect staff and learners of all backgrounds, the School requires that all external speakers and visitors comply fully with this policy as well as the school's Safeguarding, Anti-Bullying and Health and Safety policies.

External speakers and visitors must take great care to ensure that they do not create an intimidating, hostile, degrading, humiliating, or offensive environment for others at the

School. All speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience - or could reasonably fear - harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:

- Ethnicity or race
- Religion and belief- including lack of religion and belief
- Sexuality- heterosexual, bisexual, lesbian or gay
- Gender or Transgender
- Disability
- Age
- Civil partnership and marriage
- Pregnancy and maternity

If an External speaker or visitor contravenes this guidance, the School reserves the right to immediately close an event and to ban that speaker or visitor from the school.

## **RELIGIOUS HATRED**

Religious hatred offences (introduced into the Public Order Act 1986 by the Racial and Religious Hatred Act 2006) occur where the following actions are committed with the intention to stir up religious hatred:

- The use of threatening words or behaviour
- The display of threatening written material
- The publication or distribution of written material which is threatening
- The public performance of a play involving threatening words or behaviour
- The distribution, showing or playing of a recording of visual images or sounds which are threatening
- The broadcasting of a programme which includes threatening visual images or sounds
- **The possession of written material, the recording of visual images or sounds, which are threatening, with a view to their display, distribution, publication, playing or broadcasting.**

All speakers will be made aware of their responsibility to abide by the law, and by the school's policies, including that:

- They must not incite hatred, violence or call for the breaking of the law
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony

**External speakers or visitors who commit acts of criminality will be reported to the Police.**

### **MONITORING AND EVALUATION**

This policy will be monitored and reviewed annually by the Senior Leadership Team.

<b>Date approved by Board of Governors</b>	<b>Date of implementation</b>	<b>Date of next review</b>
<b>Sep 2023</b>	<b>Sep 2023</b>	<b>July 2024</b>