

**PRIOR HEATH INFANT SCHOOL
POLICY AND PROCEDURES STATEMENT**

**TITLE: Visitors Policy and Visiting
speaker's agreement**

**DATE: January 2024
REVIEW: January 2027**

**APPROVED/MONITORED BY: Headteacher & Pupil Attainment & Curriculum
Governor.**

Our school is a very happy and friendly environment in which to learn. We place an emphasis on providing high quality learning experiences for every child, enabling them to reach their full potential. We teach a broad and balanced curriculum that encourages perseverance and excites our learners. The needs and abilities of individual children are carefully considered by our highly experienced staff and well-being is at the centre of our decision making.

Aims

At Prior Heath Infant School, children are given the opportunity to:

- Fully participate in their learning and achieve their best.
- Observe, investigate, question, learn to think for themselves and collaborate.
- Develop curiosity, imagination and creativity in a safe and secure environment.
- Be inspired to develop a positive attitude towards learning.
- Attain independence in all aspects of learning and development.
- Respect and care for the world around us.
- Develop understanding of environmental and global issues.
- Understand how to live active and healthy lives.
- Celebrate being part of a diverse local, national and global community.

The children are encouraged to develop their personal qualities such as:

- Building confidence, independence and self-worth.
- Showing commitment, perseverance and self-discipline.
- Encouraging sensitivity for others and respect for all.
- Sharing, listening to and respecting the views, beliefs and cultures of others.
- Forming friendships and developing social skills.
- Recognising their impact on the environment and taking a responsibility for its sustainability.

1. Introduction

Visitors are welcomed at Prior Heath Infant School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its pupils 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 both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Prior Heath Infant School 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, governors, visitors and parents and conforms to child protection guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The 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. authors, artists etc.).
- All adults/external visitors employed in clubs or lettings.
- All governors of the school.
- All parents/carers.
- All pupils.
- Education personnel (Local Authority staff, Inspectors).
- Building and Maintenance Contractors.

2. Visitors Invited to the School

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school. The Headteacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. The visit should be recorded in the school diary which is kept in the school office.

- All visitors must report to 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 where appropriate.
- All visitors will be signed into the visitor's book or contractors' book depending on the nature of their visit.
- All visitors will be required to wear a lanyard or visitor label.
- Visitors will be given the "Safeguarding and Health & Safety information for school visitors" leaflet on arrival.
- Visitors will then be escorted to the 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.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- In the event of a lockdown, the visitor should report to the nearest classroom or the office if it is safe to do so.
- On departing the school, visitors should leave via reception to be signed out of the appropriate visitor book and return their identification lanyard/label 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 (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 all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting by pupils around the building.

If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff, this includes after school clubs. At times this might be teaching a class or a one to one interview. This must be agreed in advance.

- Regular visitors to the school, e.g. volunteer helpers, must have enhanced DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the Visiting Speakers' Agreement see Appendix 1.

Use of External Agencies and Speakers

At Prior Heath Infant School we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

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 directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All External Agencies and Speakers must read the Visiting Speakers Agreement (Appendix 1).

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils

We recognise, however, that the ethos of our school is to encourage pupils 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. We may use external agencies or speakers to facilitate and 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 pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help pupils develop the critical thinking skills needed to engage in informed debate.

3. Unknown/uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity badge, lanyard or visitor label 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 or contractors' book depending on the nature of their visit and be issued with an identity lanyard/label.

- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed.
- The Headteacher and/or members of the Senior Leadership Team 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.

4. Governors

- All governors have the required DBS clearance.
- Governors should wear their id lanyard at all times.
- Governors should be signed into the visitors' book on arrival at school.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

5. 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.

This policy should be read with the following policies/documents:

- Child Protection & Safeguarding Policy
- Collective Worship Policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education

Appendix 1

Prior Heath Infant School

Visiting Speakers Agreement

At Prior Heath Infant School we understand the importance of visitors and external agencies to enrich the experiences of our pupils.

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

- Any messages communicated to pupils support fundamental British Values and our school values of respect, kindness, responsibility, teamwork and perseverance.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors who do not have DBS clearance will be accompanied by a member of staff at all times.