**Visitors Policy and Visiting speakers agreement**

Updated Sept 2020 by L Thomas

Reviewed Nov 2022

 This policy should be read with the following policies and risk assessments:

 ∙ Safeguarding Policy

∙ PREVENT Strategy HM Gov

 ∙ Keeping Children Safe in Education

1. Introduction:

Visitors are welcome to Ashbury meadow Primary 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 under this school’s responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Ashbury Meadow Primary 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. business people, authors, artists etc.)

 All governors of the school

 All parents/carers

 All pupils

 Education personnel (Local Authority staff, Inspectors)

 Building and Maintenance Contractors

This policy applies to all visitors invited to Ashbury Meadow Primary School:

**2. Visitors Invited to the School**

Where possible permission should be granted by the Head teacher before any

visitor is asked to come into school. The Head Teacher 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.

 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 asked to sign in on our electronic system and put on a label.

 All visitors will be required to wear a label at all times.

 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.

 On departing the school, visitors should leave via reception, sign out using

The inventory.

**Visitors whose purpose is to work with students in some capacity:**

 Visitors may work with students in a variety of capacities, for example, to

deliver a lesson (normally supervised by a member of staff), to meet with

small groups of students or individuals or alternatively they may be working

with a student 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, wearing a green lanyard, checked must not be alone with students at any

point. This includes whole class or small group teaching or one to one

interviews of students or escorting by students around the building.

If a visitor has DBS clearance, wearing a yellow lanyard, they may work with students unaccompanied

by another member of staff. 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 must have DBS clearance.

 Any visitor delivering a lesson or assembly must comply with the requirements

of the visiting speakers’ policy.

**3. Use of External Agencies and Speakers**

At Ashbury Meadow Primary 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 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 students.

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 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 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 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 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 students recognise risk and

build resilience to manage any such risk themselves where appropriate to their age

and ability but also to help students develop the critical thinking skills needed to

engage in informed debate.

**4. Unknown/uninvited Visitors to the School**

 Any visitor to the school site who is not wearing an identity badge and lanyard 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 Inventory and be

issued with an identity label and lanyard.

 In the event that the visitor refuses to comply, they should be asked to leave

the site immediately and the Head Teacher should be informed immediately.

 The Head Teacher 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.

 The code for emergency back- up for office is as follows:

Phone the police= pass me the red folder

Back up help= pass me that blue register.

The colour code for lanyards is

|  |  |  |
| --- | --- | --- |
| CONTRACTED | STAFF | BLUE |
| AGENCY | STAFF | RED |
| VISITORS | DBS | YELLOW |
| VISITOR | NO DBS | GREEN  |

Anyone wearing a green lanyard must be accompanied at all times, any one unaccompanied must be politely challenged and taken back to reception.

**5. Governors**

 Governors should sign in and out using the Inventory system and wear their identity label and lanyard at all times.

 New governors will be made aware of the policy and familiar with its

procedures as part of their induction.

**6. 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**

Ashbury Meadow Primary School

Visiting Speakers Agreement

At Ashbury Meadow Primary School we understand the importance of visitors and external

agencies to enrich the experiences of our students.

In order to safeguard our children we expect all visiting speakers to read and adhere

to the statements below.

* 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 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 students
* Visitors will also be accompanied by a member of staff at all times.
* Visitors will adhere to our privacy policy in line with GDPR and no sensitive data will taken without the permission of the individual

**Appendix 1. Procedures for Meetings with Visitors**

This room (usually allocated as the Big Meeting Room) has been designated as a space for private meetings or for use by visiting professionals.

**To be in place prior to the meeting:**

* The room must be booked in advance with the headteacher and put in the diary
* Infection control resources will be available in the room (wipes, sanitiser, )
* The named Ashbury Meadow staff member booking the room will take responsibility for any visitors that will be using the room.
* Room risk/assessment procedures shared with individuals using the room

**Procedures for Ashbury Meadow staff using the meeting room**

* The room needs to be booked with the headteacher
* Before using the room check that the infection control resources have been topped up
* Ashbury Meadow’s safer working practices should be followed at all times
* After the meeting check if any of the infection control resources need replenishing

**Procedures for visitors using the meeting room**

* The staff member the person is visiting/undertaking work for will be responsible for this person while they are on the school site
* Activities and any equipment to be used in the session will be discussed prior to the meeting to ensure that safer working practices can be maintained.
* The visitor will come into the building via Reception
* Once in the main entrance, the visitor will be asked to sign in, will then receive a visitor’s sticker and then use hand sanitiser whilst the staff member responsible for them during their visit comes to the office area to meet them
* The visitor will be shown the toilet facilities
* The visitor will then be escorted to the meeting room
* When the meeting has finished the visitor will phone the staff member or office to let them know so that they can be escorted back to the office
* The responsible staff member will escort the visitor back to the office, ask them to sign out