

St John's C of E VC Infants' School  
& Jumping Johns Nursery  
Glastonbury Somerset BA6 9DR  
Telephone: 01458 832085 Fax: 01458 834584  
Email: [office@st-johns-inf.somerset.sch.uk](mailto:office@st-johns-inf.somerset.sch.uk)



## VISITORS AND VISITING SPEAKERS POLICY AND PROCEDURES

Date created/ amended	Created By	Approved By	Remarks
June 2016	R.Cooke / W Turner	Ed Welfare Committee	Final

Reviewed: Every 3 Years.

Interim changes will be made where material government or local guidance changes.

## **VISITORS' & VISITING SPEAKERS' POLICY & PROCEDURES**

This policy should be read with the following policies:

- Safeguarding Statement
- Child Protection Policy
- Volunteer Safeguarding Policy
- Social, Moral, Spiritual and Cultural Policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education DfE

### **Introduction**

Visitors are welcome to St John's C of E VC Infants' School & Jumping Johns Nursery. 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 St John's C of E VC Infants' School & Jumping Johns Nursery 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

### **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.

- No visitor will be admitted through the electronic blue gate without first identifying who they are over the intercom system and the purpose of their visit.
- 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 using the visitor book.
- All visitors will be required to wear a label.
- Visitors will be advised that the school has strict rules regarding the use of mobile phones, cameras and recording equipment: these must be turned off at all times and kept out of sight unless approval has been given for their use.
- Visitors will 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) unless the visitor is a regular visitor and has been subject to relevant DBS, prohibition and disqualification clearance procedures and checks.
- 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 visitor book and return their identification label to reception.

### **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 health services professionals).

Staff should ensure all normal visitor policy requirements are followed. In addition, staff should ensure:

- Any visitor who is not DBS 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 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.

### **Use of External Agencies and Speakers**

At St John's C of E VC Infants' School & Jumping Johns Nursery 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.

Wherever possible we will use speakers from established companies, charities or other groups whose aims are well-documented.

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 ethos values. 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)

All staff will obtain formal approval from the Head (or deputy in the Head's absence) before inviting an external agency or speaker to the school. This will involve explaining the purpose of the visit, how it fits with the curriculum

and why the particular external agency of speaker has been chosen over other options. A proforma must be completed and submitted (see Appendix 2)

Prior to extending the invitation, we will undertake appropriate checks to ensure the suitability of the visitor which may include internet checks and/or contacting other schools where the person has spoken previously

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.

The member of staff responsible for inviting the speaker will ensure that the speaker discusses with them the content of their talk/activity either prior to the event or on the day and time must be allowed for this.

After the presentation, an evaluation form will be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again. (see Appendix 3)

## **Unknown/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. If their presence within the school is legitimate they should then be escorted to reception to sign in using the visitor book and be issued with an identity label.
- 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.

## **Governors**

- All governors have DBS clearance.
- Governors should follow the same procedures as other visitors to the school.
- New governors will be made aware of the policy and procedures as part of their induction.

## **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.

**St John's C of E VC Infants' School & Jumping Johns Nursery  
Visiting Speakers Agreement**

At St John's C of E VC Infants' School & Jumping Johns Nursery 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
- Presentations/talks/other activities will be brought to an early end if the content is judged to be unsuitable
- 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.
- The use of mobile phones is expressly forbidden on school premises and all phones must be turned off and kept out of sight.
- The use of cameras or recorders is expressly forbidden unless by prior agreement and in accordance with the agreed usage

By signing I agree to adhere to the statements above.

Name: .....Signature:.....

**VISTING SPEAKER AND EXTERNAL AGENCY REQUEST FORM**

**Purpose of request** (to include how the visit fits with the curriculum and how the children will benefit)

**Name of Visitor / External Agency**

**Proposed Date of Visit:** .....

**Safeguarding Searches Undertaken** (may include internet searches, contact with other schools where the person has spoken previously)

**Holds DBS clearance?** Yes..... No.....  
If Yes, copy of original clearance must be taken and held by the school



**VISITOR SPEAKER EVALUATION FORM**

**Name of Visitor and External Agency (if relevant):**.....

**Date of Visit:**.....

**Purpose of Visit:**

**Brief Comments on the Value and Quality of the Talk / Presentation / Activity**

**Note any Contentious Comments/Material**

**Is the Visitor Suitable for Booking again in the Future?**

**Once completed, this form should be given to Wendy Turner and then held in the Visitor Records File for future reference**