

## Visitors and Visiting Speakers Policy and Procedures

### Introduction

This policy applies to the schools of the Stephen Perse Foundation (the **Foundation**).

### Policy aims

The Foundation welcomes parents and other visitors to our schools and understands the importance and benefits of these visits. The Foundation is also committed to safeguarding the welfare of its pupils and staff and protecting our facilities and equipment.

This policy applies to visitors to the Foundation during normal school hours and outside of school hours when children are on site in connection with the purposes of the Foundation.

Separate documentation and procedures are in place for individuals, community groups or organisations hiring the Foundation premises for purposes not connected with the Foundation ('hirers'). Hirers are therefore not in the scope of this policy.

### Visitors and regulated activity

A person considered to be attending the Foundation School in a visitor capacity only will not be undertaking regulated activity and therefore, the Foundation is unable to carry out formal vetting checks on those individuals. It is therefore important that staff and visitors adhere to this policy which includes the Visitors' Protocol.

The Foundation holds a Single Central Record (SCR) of personnel who have had the appropriate safeguarding checks which is maintained by the Foundation's Human Resources (HR) team. The individuals on the SCR are allowed unsupervised access to the Foundation and therefore, the Visitor's Protocol does not apply to those individuals.

### Visitors' Code of Conduct

**This Code of Conduct applies to all visitors to the Foundation.**

- A. A visitors' badge and lanyard is to be worn in order that it can be seen at all times during the visit.
- B. All visitors must be accompanied by a staff member throughout the visit (unless the Foundation has carried out the required checks to confirm the visitor can be permitted to be unaccompanied).
- C. All visitors are required to return to the relevant School Reception with a supervising member of staff once their visit is over.
- D. All visitors are required to sign out and return their visitors badge and lanyard to Reception Staff.
- E. All visitors must report any unsafe or inappropriate behaviour or Health and Safety issues or any other matter giving them cause for concern to one of our Safeguarding Personnel (who are identified by

photographs in each School Reception and in the Foundation's Safeguarding and Child Protection Policy).

F. Visitors must not reveal any personal or confidential information they may learn about the School or the Foundation during the course of their visit to any third party.

G. Should there be a fire evacuation, a member of staff will accompany visitors out of the building to the agreed assembly point.

H. The Foundation operates a no smoking policy (including e-cigarettes) on all school premises.

I. Visitors should be made aware that mobile phones and cameras should not be used in EYFS areas.

### **Visitors Procedures**

All visitors and staff must follow the procedure below:

- Where possible the relevant school office/reception staff should be informed of all pre-arranged visitors in advance and how to contact the host.
- Once on site, all visitors must report to reception first. All visitors must state the purpose of their visit, who has invited them and be prepared to provide photographic proof of ID if asked by the member of staff.
- All visitors must sign in on the electronic signing in system, Inventry, which records an image of the visitor and return to the School Reception to sign out and return their visitors badge and lanyard when leaving the Foundation site.
- Details of the relevant Foundation safeguarding personnel, the emergency evacuation procedures and the health and safety site information is visible to all visitors either through the electronic sign-in or on display in the reception areas.
- All visitors will be required to wear an identification badge and the relevant lanyard which must remain visible at all times during their visit.
- The member of staff hosting the visit will be asked to go to reception to meet the visitor(s) and will then be escorted to the point of contact, if applicable. The contact will then be responsible for them on site. The visitor must not be allowed to move around the site unaccompanied unless they are registered on the Single Central Record.

The Foundation, and our schools, are not required to check the identity of visitors but may choose to do so where it is deemed appropriate. Where identity is to be checked the visitor will be informed in advance. In this case, a photographic form of evidence of identity must be provided wherever possible e.g. driving licence, passport or identity card. Reception staff will verify the visitor's identity against the evidence provided. Where it is required for a copy of the ID to be retained, the member of staff should sign and date to verify that the document is a true copy of the original.

The badge is worn with an appropriate coloured and labelled lanyard as confirmed by the HR Team.

- green for those with full portable DBS certificate that the Foundation has seen and verified
- red for those who must be supervised on site

**Visitors without DBS checks should be accompanied at all times whilst on the site of any of our schools at times when pupils are present.**

## **Visiting Speakers' Protocol**

The Foundation often invites speakers from the wider community to give talks to enrich our pupils' experience within the planned curriculum including the PSHEE and Inspire Me programme. The Foundation recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the Foundation and the pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The Prevent Duty Guidance for England and Wales (2015) requires the Foundation to have a clear protocol for ensuring that any visiting speakers to our schools are suitable and appropriately supervised. The Prevent Duty requires schools to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism. "Extremism" is defined as vocal or active opposition to fundamental British Values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. This policy has been drawn up having regard to the Government's Prevent Duty guidance and the Foundation's wider safeguarding obligations.

All visiting speakers will be subject to the Visitors' Protocol and the Visiting Speaker's Protocol set out below.

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed and approved by the relevant Head of School, Vice Principal or Principal.

The Foundation will undertake a risk assessment before agreeing to a Visiting Speaker attending the Foundation or one of its Schools. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The Foundation may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The Foundation will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The Foundation will obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the Foundation may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the Foundation.

A member of school staff will be present during the visit/talk to monitor what is being said to ensure that it aligns with the values and ethos of the Foundation and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that Foundation staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the relevant Head of School as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a Foundation employee whilst on Foundation premises. At no point will a Visiting Speaker be left unsupervised on the Foundation premises whilst pupils are present.

On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign in using InVentry. The Visiting Speaker will be issued with a visitors' lanyard which they must wear at all times whilst on the Foundation premises. Visiting Speakers will also be briefed on the Foundation's Child Protection and Safeguarding Policy.

The Foundation will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the Foundation's Information and Records Retention Policy.

A Checklist for Visiting Speakers can be found at Annex 1 to this policy and must be completed for all Visiting Speakers.

A failure by the supervising member of staff to ensure that this Visiting Speakers' Protocol is followed may be treated as a disciplinary matter.

If a visiting speaker is carrying out other duties for the Foundation on a regular basis they may be undertaking regulated activity. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers as detailed in the Foundation's Safer Recruitment policy.

### **Volunteers such as Parents**

If a volunteer is supervised and not involved in undertaking personal care, the usual Visitor Protocol applies.

An unsupervised volunteer, whose presence is frequent and regular is considered to be in regulated activity and the school should obtain an enhanced DBS certificate with barred list information as detailed in the Foundation's Safer Recruitment policy.

### **Occasional and temporary contractors (who are not on the Single Central Record)**

External contractors coming onto the Foundation premises to carry out maintenance or similar activity, during school hours when pupils are present, are to be notified in advance to the school, to report to reception on arrival with relevant identification, and will be issued with a visitor's badge and a contractor's lanyard.

If the Contractor is already on our list of approved Contractors they are required to report to the relevant school Reception before undertaking any work on the school site. The suitability of approved Contractors will already have been checked by HR.

Approved Contractors are required to bring photographic proof of identity and original DBS certificate with them on the first visit (and if they have not worked on site for 3 months or more). After which their identity should be automatically identified on the InVentry system. Reception Staff will verify the proof of identity and keep a record of this.

Maintenance staff (or other appropriate member of staff) will then be informed of the Contractor's arrival. The supervising member of staff will meet the Contractor at Reception and escort them to the area in which they will be working.

The supervising member of staff will:

- remain with the contractor (if we have not carried out checks on their DBS certificate) whilst the work is undertaken;
- ensure that staff and pupils in the area where the work is being carried out are aware of what is being done, by whom and how long the work is likely to last;
- provide the contractor with details of how to contact them if they are not to remain with the contractor whilst the work is undertaken; and
- at all times, escort the contractor back to Reception once the work is complete or ensure that the contractor is clear on where they must sign out.

### **Parents attending Foundation events**

Generally parents attending one of our schools are treated in the same way as any other visitor and are therefore subject to the Visitor's Protocol.

However, the Foundation recognises that there are times when it is not practical or desirable for parents to follow the Visitors' Protocol e.g. when attending ad hoc events such as sports fixtures.

In those circumstances, however, staff should be present at the event and will be able to ensure there is adequate oversight or supervision of parents attending the event.

Parents will however be expected at all times to adhere to points E, H and I of our Visitors' Code of Conduct.

### **Agency Staff, Sports Coaches, Peripatetic teachers**

Appropriate vetting checks will already have been completed by HR on all agency staff, sports coaches and peripatetic teachers. When attending a school for the first day of work (or if they have not worked for the Foundation in the last 3 months or more) these individuals must bring with them photographic proof of identity. Reception Staff will verify the proof of identity and keep a record of this. Reception Staff must also have sight of the person's original Disclosure and Barring Service (DBS) Disclosure Certificate.

Reception Staff must then complete a Temporary Staff Induction Form and store this securely alongside a copy of the person's proof of identity.

Reception Staff should then issue the person with the following if it is their first visit (on subsequent visits the InVentry system will indicate that they have visited before and therefore they would not be required to read the documents again).

- (a) A copy of the most recent version of Keeping Children Safe in Education;
- (b) The Foundation's Safeguarding and Child Protection Policy;
- (c) Guidance for Safer Working Practices for Adults Working with Children and Young People in

Education; and

(d) Staff Code of Conduct

### **Unknown/Uninvited Visitors to the School**

Any visitor to a Foundation site who is not wearing a Foundation visitor badge and lanyard should be challenged politely by staff to enquire who they are and their business on the Foundation site. The visitor should then be accompanied back to the Reception to ensure that the Visitor's Protocol is followed.

If an unauthorised visitor becomes abusive or aggressive, they must be asked to leave the school site immediately and warned that if they fail to leave, police assistance will be called for. The Foundation will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the school site is threatened or assaulted, or placed in fear for their own safety.

#### **Related policies:**

Health and Safety Policy

Safeguarding and Child Protection Policy

Safer Recruitment Policy

**Reviewed:** August 2019

#### **Version Control**

Date of adoption of this policy	5 August 2019
Date of last review of this policy	5 August 2019
Date for next review of this policy	Summer Term 2020
Policy owner	Vice Principal 11-18
Authorised by	Operations FLT and Heads of Schools

## ANNEX 1

### Checklist for Visiting Speakers

	Action	Details
	Details of the arrangements	
1.	Name of the staff member responsible for booking the Visiting Speaker	
2.	Name of Visiting Speaker	
3.	Visiting speaker contact details	
4.	Date of presentation	
5.	Audience details	
6.	Confirm that: <ul style="list-style-type: none"><li>• the Visiting Speaker Policy has been sent to the Visiting Speaker</li><li>• the Visiting Speaker has been briefed on the Foundation's Safeguarding and Child Protection Policy</li></ul>	
	Checklist	
7.	Visiting Speaker biography, to include speaker's organisation and other affiliations	
8.	Details of presentation to be provided	

9.	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc)	
10.	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the Foundation, British values or any concern in relation to the Prevent Duty?  If such concerns exists, refer the matter to the designated safeguarding lead (DSL).	Yes <span style="float: right;">No (refer to DSL)</span>
11.	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity? If yes, complete 12 below and inform the DSL	Yes (refer to DSL) <span style="float: right;">No</span>
12.	Enhanced DBS certificate details:	DBS number:  Date of issue:
13.	Name of person responsible for supervising the Visiting Speaker whilst they are on site	
14.	Confirm the Risk Assessment form has been completed and a copy provided to the DSL	
15.	Confirm a copy of this form has been provided to HR for inclusion on the Single Central Register	

Signed

Date

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Countersigned by [Bursar/Head/Senior Leader]

Signed

Date

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