

## **External Visitors' Policy and Visiting Speakers Agreement**

### **Introduction**

Cranwell Primary School welcome many visitors to various events and to support our approach to a broad and balanced curriculum. External Visitors make contributions 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 and staff are not compromised at any time, and for ensuring that visitors comply with the Visiting Speakers agreement.

This policy should be read in conjunction with the following policies:

- Safeguarding Policy
- RSE Policy

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 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 students
- Education personnel (Local Authority staff, inspectors)
- Building and Maintenance Contractors

External Speakers / Visitors are used to describe any individual who is not a pupil or staff member of our school. This includes any individual who is a student or staff member from another school. All sessions organised with External Speakers in and outside of our school building are still within the responsibility of our school.

### **Visitors Invited to the School**

- All visitors must report to the office first - they must not enter the school via any other entrance.
- At the office, 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
- All visitors will be required to wear a lanyard
- 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 bus lane.
- On departing the school, visitors should leave via the office, sign out and return their identification lanyard.

### **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 students of individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services of health professionals).
- Staff should ensure all normal visitor policy requirements are followed.
  - Any visitor who is not Enhanced DBS checked must not be alone with pupils at any point as agreed with the safeguarding team. This includes whole class or small group teaching or one to one interviews of students or escorting pupils around the building.
  - If a visitor has an Enhanced DBS clearance they may work with pupils 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 Enhanced DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the Visiting Speakers' Agreement.

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

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:

- All information about the visiting speaker and booking process is recorded on the Checklist.
- A clear outline of the presentation is provided by the speaker in advance.
- Appropriate suitability and background checks on the speaker and any organisation they present.
- A formal agreement (Appendix 1) signed by the speaker outlining the school's commitment to equality and British Values. This should also make clear that a presentation will be brought to an early end if the contact proved unsuitable.

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

- Any messages communicated to students support 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 beliefs and ideologies (must not incite hatred, violence or call for the breaking of the law)

- 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

#### **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.
- They should then be escorted to reception to sign in and be issued with an identity label.
- In the event that the visitor refused to comply, they should be asked to leave the site immediately and the Head teacher should be informed immediately.

#### **Governors**

- All Governors to have Enhanced DBS clearance.
- Governors should wear their ID lanyard at all times.
- Governors should sign in and out using the Inventory system.
- New governors will be made aware of the policy and familiar with its 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.

## Checklist for Organising a Visiting Speaker Presentation

Member of staff completing		
Visiting speaker		
Date of proposed visit		
Curriculum link		
	Key Staff signed	Date completed
1. Email SLT/SBM about proposed visiting speaker and what they are going to be presenting / discussing. Conduct research into their background, as necessary.	SLT SBM	
2. Agree visiting speaker details/date and share this with SLT and SBM.	SLT SBM	
3. A clear outline of presentation to be used received from speaker.		
4. Liaise with appropriate staff about classes to be used.		
5. Organise for appropriate staff member to be present for the whole presentation		
6. Inform all staff involved at least one week in advance		
7. Send out Visiting Speakers' Agreement to the visitor		
8. Share any business cards / leaflets with SLT for approval		
9. Check if any children are not allowed photographs. Give staff members list.		
10. Meet and greet the visitor. Make sure they are signed in and wear visitor badge at all times.  Ensure they are accompanied by a member of staff at all times and <b>never</b> left alone with students.		

# CRANWELL PRIMARY SCHOOL

## Visitors' and Visiting Speakers' Agreement

At Cranwell Primary School, we understand the importance of visitors and external agencies to enrich the experience of our students.

In order to safeguard our students, we expect all of our visitors / visiting speakers to read our Visitors' and Visiting Speakers Policy and to adhere to the statements below.

- Any messages communicated to students must support fundamental British values and our school values. The fundamental British Values are: **democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.**  
Our school values are: **Courage, Perseverance and Success.**
- Any messages communicated to students must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals.
- Any messages communicated to students must not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- All visitors must be accompanied by a member of staff at all times and a member of staff will be present for all presentations / performances.
- Visitors should make sure that the language they use in their presentations is suitable for KS1/KS2 and when appropriate (RSE) scientific vocabulary should be used.
- Should the member of staff feel the message being given out does not align with the schools' values, they will interrupt and could bring to a close the presentation / performance.
- Visitors should not have phones or cameras out whilst in the presence of students and should not take any photos or videos of students.
- Visitors should not have any social media contact with students through personal emails, personal mobile phones and social media.
- No gifts, including money, should be given out to students, unless agreed before-hand with the lead member of staff.
- Should visitors wish to hand out any cards or leaflets to students, these should be checked by the lead member of staff beforehand.

I have read and agree to the above ☐

Name: .....

Organisation: .....

Date: .....

Visiting: .....