



# Visiting Speaker Policy

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Date Approved	June 2023
Review Date	June 2025
Approved by which committee	F and GP

<i>Admin use only</i>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Governor Hub	
Policies Log updated	



## Visiting Speaker Policy June 2023

### Loxdale Primary School Visitors Policy and Visiting Speakers Agreement

This policy should be read with the following policies and guidance;

- The School's Safeguarding and Child Protection Policy
- PREVENT Strategy - HM Gov
- Keeping Children Safe in Education

#### Introduction

Visitors are welcome to Loxdale Primary School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the 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 whether it be during school time or through extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Loxdale 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, either in person or remotely, which is understood by all staff, proprietors, visitors and parents and that 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.

This policy applies to;

- All teaching and non-teaching staff employed by the school or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, drama groups, artists etc.)
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Loxdale Primary School, either in person or remotely.

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### Visitors Invited into School

Where possible, permission should be granted by the Headteacher before any visitor is asked to come into school.

When attending in person:

- All visitors must present at the Reception window on arrival and must not enter via any other entrance.
- At the Reception window, all visitors must state the purpose of their visit and who has invited them. **They should be ready to show formal (photographic) identification where appropriate.**
- All visitors will be introduced to the Administration Officers and asked to sign into school. The system will issue the visitor with a badge which must be worn and visible at all times.
- **The Administration Officers will issue each visitor with an information booklet containing information about the procedures to follow as a Visiting Speaker, how to respond in the event of a fire alarm and also school safeguarding procedures.**
- The Administration Officers will show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be escorted to their 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). An exception to this would be any therapeutic support staff who may be required to work 1:1 with pupils. However, if this is required, then the visitor will be situated in a room with a see-through panel, where children can easily be seen.**
- On departing the school, visitors should leave via the School Office, sign out of the system and return their visitors badge to one of The Administration Officers.

When attending remotely:

- Their photographic ID/ identification will need to be shown prior to the meeting starting or any children being accepted into the meeting.
- The Visiting Speaker Policy will be shared electronically with the visitor.
- The visiting speaker will be invited into any Teams meeting by a member of school staff who will supervise in any meeting. This member of staff will also ensure that the visiting speaker leaves the meeting before it is ended by school staff
- At no point should a visitor be left on their own in any Teams meeting with children
- The visiting speaker must not be allowed to record any meetings or events or share them with any external agencies. However, if meetings are recorded by school staff, all participants must be made aware of this recording and the recording deleted by the end of the current school year.

### **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 social care or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not appropriately DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.

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- If a visitor has appropriate DBS clearance they may work with pupils unaccompanied by another member of staff. At times this may be teaching a class or a one to one interview. This must be agreed in advance.
- Regular visitors to the school must have appropriate 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

At Loxdale Primary 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 and speakers who we engage to provide such learning opportunities or experiences for our pupils.

The Business Manager, Mr S Brooke, is in charge of co-ordinating and vetting the booking of all visiting speakers. All staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

We will always endeavour to invite speakers from an established company, charity 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 values and ethos. We must be aware that in some instances the work of external agencies may not be directly 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 will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event. All visiting speakers must also read and agree to adhere to the school's 'Visiting Speakers Agreement' which is part the school's 'Fire, Health, and Safety Guidelines' that are provided to all visitors to school. (see appendix 1 and 'Fire, Health, and Safety Guidelines'). Visitors are expected to sign to agree to adhere to this policy using the school's entry signing in system.

After the presentation an informal post event evaluation will be undertaken which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

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.

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- Activities are properly embedded in the curriculum and are 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 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, and we may use external agencies or speakers to facilitate or 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 risk themselves, where appropriate to their age and ability, but also to help pupils develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

### Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the School Office to sign in using the school's signing in system and be issued with a visitor's badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed immediately.
- The Headteacher and/or members of the senior management team will consider the situation and decide if 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.

### 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.

## Visiting Speaker Policy June 2023

### Appendix 1

#### Visiting Speakers Agreement at Loxdale Primary 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.
- 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 will also be accompanied by a member of staff at all times in order to ensure professional and appropriate conduct , either in person when in school or on-line when working remotely.