

## TMET Visitors' Policy and Visiting Speakers' Agreement

### Policy Monitoring, Evaluation and Review

This policy is effective for all academies within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

<b>Version:</b>	1.0
<b>Date created:</b>	September 2018
<b>Author:</b>	Michelle Wright
<b>Ratified by:</b>	Executive Team
<b>Date ratified:</b>	16 October 2018
<b>Review date:</b>	June 2020

### Revision History:

Version	Date	Author	Summary of Changes:
1.0	Sept 2018	MWR	New policy

# TMET Visitors' Policy and Visiting Speakers' Agreement

## 1. Introduction

Visitors are welcome to the academies in The Mead Educational Trust (TMET). They contribute to the life and work of the Trust in many ways. The learning opportunities and experience they bring to the pupils in our academies are encouraged and appreciated.

The Trust has a legal duty of care for the health, safety, security and wellbeing of its pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance.

It is our aim to safeguard all pupils both during school time and in extracurricular activities which are arranged by the academies. The aim is to ensure all pupils of each academy in the Trust can learn and enjoy extracurricular experiences, in an environment where they are safe from harm.

The Trust has therefore put in place a clear protocol and procedure for the admittance of external visitors, including visiting speakers, to its academies that conforms to child protection and safeguarding guidelines.

### Where and to whom the policy applies

Each academy is responsible to its school community for ensuring that its visitors and visiting speakers comply with the guidelines set out in this policy.

The policy applies to:

- All teaching and non-teaching staff employed by the Trust
- All external visitors entering the academy 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 Trustees/academy councillors
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, inspectors)
- Contractors

The Principal is the member of staff responsible for implementation and coordination of this policy. All breaches of this procedure must be reported to the Principal.

### Linked policies

- TMET Safeguarding and Child Protection Policy
- TMET Parent and Visitor Code of Conduct

## **2. Procedure for External Visitors**

**ALL visitors to Willowbrook Primary Academy must comply with the procedure below:**

- All visitors must report to main reception - they must not enter the school via any other entrance under any circumstances.
- 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 visitor pod system at the main office.
- Reception staff will make all visitors aware of the academy's safeguarding and health and safety procedures, so they are aware of how to report any concerns by pointing out the poster regarding DSLs.
- All visitors will be issued with an identification sticker. This must remain visible throughout their visit.
- Visitors will be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor(s). The contact will then be responsible for their visitor(s) while they are on site.
- At no point should a visitor(s) be left on their own with pupils and must not be allowed to move about the site unaccompanied by a member of staff [unless they are registered on the Approved Visitor List – see below].
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point on the field.
- On departing, visitors should be escorted back to reception to sign out and return their identification badge. All visitors must leave the school via main reception.

### **2.1. Visitors whose purpose is to work with pupils in some capacity**

Visitors may be invited to Willowbrook Primary Academy to 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 or to work with a student on a one to one basis (e.g. children's services or health professionals).

Staff should ensure the procedure for external visitors above is followed.

If a visitor has an Enhanced DBS clearance, they may work with pupils unaccompanied by another member of staff. This must be agreed with the academy in advance.

Any visitor delivering a lesson or assembly must comply with the requirements of the Visiting Speakers' Agreement set out below.

### **2.2. Unknown/uninvited visitors to the academy**

Any visitor to the academy site who is not wearing an identification badge:

- Should be challenged politely to enquire who they are and what their business on the academy site is.
- Be escorted to reception to sign in and issued with an identification badge as per the procedure for external visitors set out above.

In the event the visitor refuses to comply, they should be asked to leave the site immediately and the Principal (or if not available, a senior member of staff) should be informed immediately.

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.

### **2.3. Approved Visitor List**

The academy will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the academy (including contractors and supply staff).

To qualify for this list the visitor must:

- a) Have a current clear Enhanced DBS check. This must be registered on the academy's Single Central Record  
AND
- b) Have a current clear Barred List check undertaken by the academy  
AND
- c) Have the written authorisation of the Principal to travel around the academy site unaided.

Visitors on the approved list MUST follow the procedure for external visitors each time they visit the academy.

A copy of the approved visitor list will be kept at main reception.

### 3. Use of Visiting Speakers

Willowbrook Primary Academy will assess the suitability and effectiveness of any outside people/organisations who visit the academy to deliver assemblies, presentations or lessons.

It is recommended to invite speakers from an established company, charity or other group whose aims are well-documented and already known to the Trust.

For outside people/organisations that have not been used before, the following procedure must be followed:

1. The Principal must be informed in advance that a visiting speaker is to be invited. The following information should be provided on a suitable proforma:
  - Brief description of the booking, including a clear outline of the presentation
  - Contact details and a brief biography for the visiting speaker
  - Name and contact details of the person making the booking
  - Group size
  - Start and end time of the event

The Principal can then give provisional authorisation for the speaker to be booked.

2. The name of the intended speaker(s) and details of any organisation represented must be forwarded to the Lead Designated Safeguarding Officer. Appropriate suitability and background checks will then be carried out. This may involve internet searches and/or contacting schools where the person(s) has spoken previously.
3. The Lead Designated Safeguarding Officer will advise the Principal of the checks for the visiting speaker(s) and authorisation can then be granted by the Principal. If the academy has any concerns during the vetting process, it will pass any relevant information to the Local Authority Prevent Officer or other necessary multi agencies.
4. On the day of the assembly/presentation/lesson, the visiting speaker(s) must report to the academy main reception and the procedure for external visitors outlined above must be followed. The visiting speaker(s) must bring suitable identification.
5. Prior to the assembly/presentation/lesson, the Visiting Speaker Agreement (see Appendix) must be read and signed by the visiting speaker(s) and returned to the member of staff responsible for booking the speaker(s). If requested, a copy of the agreement will be sent to the speaker(s) in advance of the visit.

The Agreement indicates a commitment to the following:

- Any messages communicated to pupils are consistent with the ethos of TMET and Willowbrook Primary Academy 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.

- There will be no attempt to raise funds without the prior written permission of the Principal.
6. The visiting speaker(s) must be accompanied by a member of staff at all times and never left alone with pupils.
  7. A member of the senior leadership team will monitor the presentation/assembly/lesson to ensure it aligns with the values and ethos of the Trust and Willowbrook Primary Academy and British values. Staff have the right and responsibility to interrupt and/or stop the presentation for any violation of the Agreement.
  8. Following the presentation, the visiting speaker(s) should be accompanied by a member of staff to the reception to sign out. They must leave the academy site via reception.
  9. The member of staff who organised the visiting speaker(s) should review/evaluate the presentation and report any concerns to the Lead Designated Safeguarding Officer. This will assist when making decisions about whether to invite the speaker back for future events.
  10. If concerns are raised, the Lead Designated Safeguarding Officer will address the concern in line with the Trust's Safeguarding and Child Protection Policy.

## Visiting Speakers' Agreement

At Willowbrook Primary Academy, we understand the importance of visitors and external agencies to enrich the experience of our pupils.

To safeguard our pupils, we expect all our visiting speakers to adhere to the statements below:

- The presentation must be appropriate to the age and maturity level of the pupil audience. Appropriate dress, language, and behaviour are required at all times.
- Any messages communicated to pupils must support fundamental British values and the values of TMET and Willowbrook Primary Academy. The fundamental British Values are: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Any messages communicated to pupils must be consistent with the ethos of the academy and must not marginalise any communities, groups or individuals.
- Any messages communicated to pupils must not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies.
- All visiting speakers must always be accompanied by a member of staff and a senior member of staff will be present for the presentation/assembly/lesson.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- Visiting speakers should not have phones or cameras out whilst in the presence of pupils and should not take any photos or videos of pupils.
- Visiting speakers should not have any social media contact with pupils through personal emails, personal mobile phones and social media.
- No gifts, including money, should be given out to pupils, unless agreed beforehand with the Principal.
- Should visiting speakers wish to hand out any cards or leaflets to pupils, these should be checked by the Principal beforehand.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.
- Evaluation will be made to determine the usefulness of the visiting speaker/organisation in relation to the curriculum.

I have read and agree to the above:

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Visiting: \_\_\_\_\_