



Baslow St-Anne's C of E Primary Visitors and Visiting Speakers' Policy



Growing healthy minds and hearts together



"Life in all its fullness"

Version	Date	Author	Minute Number	Reason for Change
1	2016	M Clark		
2	2019	M Clark		Updated with values
3	2022	M Clark	04/phss/03/22	Appendix 2 added
4	2023	M Clark	04phss/03/23	No change

Chair of Governors: _____

Date: _____

Minute number: _____

Visitors and visiting speakers' agreement

Principles and Values:

At Baslow St. Anne's Church of England Primary School we believe that it is vitally important that everybody is safe, confident and happy in our school community. We aim to provide an environment in which our children feel safe, secure and confident, are respectful citizens in and out of school and nurture the Christian values that underpin all that we do. We believe that our children and staff should lead 'a life in all its fullness', nurturing our vision of growing healthy minds and hearts together. We strive to ensure this is in place to enable every child to achieve their full potential and be prepared for their next step in life.

At Baslow St. Anne's we endeavour to nurture curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. We aim to broaden our engaging and creative curriculum by inviting and utilising the skills, knowledge and experience of visitors from outside of our school.

1. **Introduction**

Visitors are welcome to St. Anne's Church of England Primary School. They make a contribution to the life and work of the school in many different ways and the learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security, safety 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 of our children 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. Anne's Church of England 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 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 that are organised by the school 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

This policy applies to all visitors invited to St. Anne's Church of England Primary School.

2. Visitors Invited to the School

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school. The Headteacher and/or the Senior Teacher 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.
- 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 'Visitors' signing in book'
- All visitors will be required to wear a visitor's badge.
- 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 school premises.
- At no point should a visitor be left on their own with children unless an up to date DBS check is in place and is in the realm of the visit eg: peripatetic teachers.
- In the event of a fire alarm/drill, the visitor should be accompanied/directed to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out using the 'Visitors' Book' and return their visitor's badge 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 services or health professionals).
- Staff should ensure all normal visitor policy requirements are followed.
- 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, if appropriate, 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.

3. Use of External Agencies and Speakers

At St. Anne's Church of England Primary School, we encourage the use of external agencies or speakers to enrich the experiences of our children; however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

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 directly be connected with the rest of the school curriculum, so we need to ensure that this work is of benefit to our children.

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:

- Any messages communicated to our children 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, culture or other ideologies
- Activities avoid contradictory messages or duplication.
- Activities/messages are matched to the needs of the children.

We recognise, however, that the ethos of our school is to encourage our children 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 children 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.

4. 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 using the 'Visitors' signing in book' 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 (Senior Teacher in the Head's absence) should be informed immediately.

- The Headteacher and/or the Senior Teacher 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.

5. **Governors**

- All governors will have DBS clearance
- Governors will wear a visitor's badge when the children are in school
- Governors should sign in and out using the 'Visitors' signing in book'
- New governors will be made aware of the policy and familiar with its procedures as part of their induction

6. **Induction**

As part of their induction, new staff/students/Governors/volunteers will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.

Appendix 1

Baslow St. Anne's

Church of England Primary

Visiting Speakers' Agreement

At Baslow St. Anne's Church of England Primary School we understand the importance of visitors and external agencies to enrich the experiences of our children.

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to the children support fundamental British Values and our school values
- Any messages communicated to the children are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to the children do not seek to glorify criminal activity or violent extremism or seek to radicalise the children through extreme or narrow views of faith, religion or culture or other ideologies
- Activities/information 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 if not DBS checked

External Visitors' Policy Appendix 2

Checklist for the external contributor/speaker to use and discuss with the organiser – empty fields will be completed with Visitor/Speaker

Criteria	Notes (Please state in space below what topics/areas will be covered)	Date and person to action
Be clear about what you are delivering, to whom and for how long, as agreed with the teacher and school. Please state in next column coverage content		
Reinforce or introduce ground rules for the session.	Teacher/Headteacher will action before the session and during (if needed)	MC/TO
Ensure the material is age appropriate and fits into the broader curriculum.		
Is the language and terminology to be used appropriate and relevant to age, understanding, and takes into account equality & diversity?		
Ensure a staff member/teacher is present and prepared to actively take part in the session	Actioned by school	MC/TO
Ensure up to date material, resources and data is used.		
Assess through feedback and evaluation from the young people and staff. This information should be shared and used to inform future work		
Be aware of the school values and approaches to the curriculum including those covering	To pass on any concerns to Marie Clark – Designated safeguarding Lead	

confidentiality, disclosure and child protection, to ensure that your approach is consistent with that of the school.	or Tom Osborn Deputy SGL in Heads absence	
Identify the school contact and who would be the lead for any follow up work.	Marie Clark - Headteacher	
Ensure a teacher is available to offer support if required.	Actioned by school	MC/TO
Ensure DBS is up to date if needed and have identification.		

Service Level Agreement and Contract

Completed by.....Marie Clark.....for the school

Designation.....Headteacher

Date.....

Completed by.....for the external contributor/speaker

Designation.....

Date.....