



Visitors and External Speakers Policy

March 2023

Learning to Flourish

To provide Personalised learning experiences so that every child can communicate, interact, grow and develop to the best of their ability. Together with families, we can ensure that our children have the skills and knowledge to manage everyday life as independently as they can and to lead happy and successful lives, through our values of Socialisation, Communication, Interaction, and Play

Introduction

Schools have a legal duty of care for the health, safety, security and wellbeing of their learners and staff always. This duty of care incorporates the duty to safeguard all learners from subjection to any form of harm, abuse, or nuisance. It is the responsibility of the Governing body and Senior Leaders to ensure that this duty is always uncompromised.

Schools therefore require that all visitors comply with the following policy and procedures.

Policy Responsibility

The Governors and Headteacher is responsible for the implementation, coordination, and review of this policy. This person will also be responsible for liaising with the school's office and designated Child Protection officer as appropriate.

Aim

To safeguard all children under the school's responsibility both during school hours and during out of school activities which are arranged by the school. The ultimate aim is to ensure that learners can learn and enjoy extracurricular experiences in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school that is understood by all staff, governors, visitors, and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its learners anywhere on the school site during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff and non-teaching staff employed by the school.
- All external visitors entering the school site during the school day or for after school activities.
- All governors of the school
- All parents/ carers and volunteers
- All learners
- Other education related personnel (LA Advisory staff, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises; and
- Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/ contractors list as set out below). No visitor will be left alone with pupils unless all requirements have been met via the DBS. They must follow the procedure below.

- Visitors must report to reception first. No visitor is permitted to enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. This will be verified by the receiving member of staff.
- All visitors will be asked to sign electronically and presented with a visitor badge.
- All visitors, including contractors will be required to wear an identification badge.
- The receptionist will point out the evacuation procedures detailed in reception area.
- When the alarm sounds all staff must immediately escort their visitors to the fire assembly point
- Visitors must abide by the nonsmoking policy throughout the school site.
- All accidents must be reported to the school office or first aider where an Accident Report Form can be completed.
- 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. External visitors must be always accompanied unless they are on the school approved visitors list having been DBS checked.

Visitors Departure from the School

- On departing the school, visitors MUST leave via reception and
- Sign out electronically.
- Take off their identification badge in reception.
- A member of staff should escort the visitor to the reception.

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 electronically and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher (or Senior Leader) should be informed promptly. The Headteacher or Senior Leader 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.

Governors, Parent/carer Helpers and Volunteers

It is not a statutory requirement, but best practice advice is that all parent/ carer helpers, governors, and volunteers complete a DBS check (if not already held) via the school office.

New volunteers will be asked to comply with this policy by the staff they first report to as well as the office staff when coming into school for an activity or class supporting role.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to always ensure compliance with its procedures.

This policy will be available to all staff and parents/carers on the website and included as part of the Staff Handbook.

Approved Visitor List

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

To qualify for this list the visitor must have demonstrated, prior to the visit that:

They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND

A current clear DBS children's barred check has been undertaken AND visitors on the approved List MUST follow the same procedures on entry to the premises.

A copy of the approved visitor list will be always kept behind reception.

Protocol and Procedures

Visiting Speakers

All schools are required by law to teach a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental, and physical development of learners and prepares them for the opportunities, responsibilities, and experiences of life. They must also promote community cohesion. Schools recognise the important contribution and value that can be gained from allowing visitors and external organisations into the school to support this.

- Before inviting a guest speaker into the school appropriate checks on the suitability of the person will take place, which may include internet searches and /or contacting other schools where the person has spoken previously.
- Prior to the visit, the organiser must discuss with the visitor how their session will add value to the learners' learning experience.
- The guest speaker will be spoken to and made aware that there must be no statements which might cause offence to others or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- The speaker will be expected to talk to staff about the content of the presentation before the event; speakers and staff must allow for this discussion, whether it is on the day or beforehand.
- Visiting speakers must arrive at reception in good time to book in and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have DBS certificate to represent.
- Visitors must be always supervised and not left alone with pupils unless they have confirmed DBS checks.

- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- After the presentation, an evaluation form should be completed which will include feedback from the staff, note any contentious subject areas of comments, and state whether the speaker could be booked again in the future.
- Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session

Linked policies.

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Cardiff Council DBS Policy

Welsh Government Guidance

Keeping Learners Safe - The role of local authorities, governing bodies, and proprietors of independent schools under the Education Act 2002 - Guidance document no: 158/2015

Useful Numbers

Education Safeguarding Team - 02922 330876.

SLLSsafeguardingteaminformation@cardiff.gov.uk

Children Child Access Point – 02920 536490