**THIRSK COMMUNITY PRIMARY SCHOOL**

**VISITOR AND VISITING SPEAKER POLICY**

**Introduction**

Visitors are welcome to Thirsk Community Primary School. They make a contribution 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 students are 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 under this school’s responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the students of Thirsk Community 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 students 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 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

**2. Visitors Invited to the School**

* 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
* All visitors will be required to wear a label
* 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 playground.
* On departing the school, visitors should leave via reception, sign out and return their identification label 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 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 students 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 by students around the building.
* If a visitor has an Enhanced DBS clearance they may work 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 Enhanced DBS clearance.
* Any visitor delivery a lesson or assembly must comply with the requirements of the visiting speakers’ policy.

**3. 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 a suitable proforma (Appendix)
* a formal invitation procedure, to include a clear outline by the speaker of their presentation in advance, and approval by the Headteacher. It is advisable to request the speaker provides a biography of themselves.
* Appropriate suitability and background checks on the speaker and any organisation they present, including an internet search of ‘The fundamental British Values are: **democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs’**.
* A formal agreement (Appendix) 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.
	+ 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 ideologies.
* Staff will be present during the visit including a member of the senior leadership team who will monitor the speech to ensure it aligns with the values and ethos of the school and British values.
* Staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
* There will be no attempt to raise funds without the prior written permission of the Headteacher.
* Students will complete an evaluation form after the presentation, with an opportunity for feedback from staff and noting any contentious subject areas or comments. This will assist when making decisions about whether to invite the speaker back for future events.

We recognise, however, that the ethos of our school is to encourage students 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 students 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 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 Headteacher should be informed immediately.

**5. Governors**

* All Governors have Enhanced DBS clearance.
* Governors should wear their ID lanyard at all times.
* Governors should sign in and out using the visitor book.
* New governors will be made aware of the policy and familiar with its procedures as part of their induction.

**6. 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.

**Appendix 1**

Visiting Speakers Agreement at Thirsk Community 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.

Signed:.........Agreed by governors Date: ............ 11.2.20

## Appendix 2

THIRSK COMMUNITY PRIMARY SCHOOL

Risk Assessment for Visiting Speaker/Event

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| Name of the Event and Speaker  |
| Date of the Event  |
| Nature of Event (talk, demonstration to the children, interactive learning etc)  |
| Outline of the Content of the Event  |
| Point of Contact (member of staff organising the event)  |
| Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to  |
| Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement  |
| Sign and date to confirm that the Office has been informed of the Speaker in order that they can be added to the School diary  |
| Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises  |
| Agreed by the Headteacher  |
| Date  |
| Post Event Evaluation |