



North East Derbyshire Support Centre

Visitor Supervision and Visiting Speaker Policy

Written by: Janine Dix **Date:** 06/06/2022

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Approved by:

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Aim

Our academy will have external visitors and visiting speakers to sites throughout the year. Visiting speakers may be from the wider community to give talks to enrich pupils' experience of academy life. They may also provide pupils with information that helps them make decisions at different phases of their education, widen their understanding of world and global issues and provide motivational inspiration through the sharing of a speaker's experience. Staff appreciate the time and effort that visiting speakers put into their presentations and value the positive impact it has on the pupils. This policy provides clear guidance to staff about safeguarding procedures that should be followed before inviting visitors to site, and whilst external visitors are present on site.

Academy Responsibility

Our responsibility is to ensure that we safeguard our staff and pupils at all times and have clear procedures in place for when external people are invited onto sites. All staff should be familiar with the guidelines in this policy to ensure that they can safeguard themselves and pupils at all times.

The purpose of this policy is to set out the academy's legal obligations when using visiting speakers and to set out the standards of behaviour expected from these speakers. This policy has been produced with regard to the Government's Prevent Duty guidance and our wider safeguarding obligations.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) (<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

Protocol for site visitors

Keeping Children safe in Education does not outline specific requirements for visitor protocols. However, a Headteacher must have clear processes for identifying and supervising visitors to ensure appropriate safeguarding measures are in place. Schools are able to use their professional judgement to decide what is necessary. All academy staff should follow the following procedures.

Prior to an organised visitor arriving:

- The staff member who has organised the visit should alert office staff to be ready for their arrival with expected arrival time
- Have a room prepared and space organised for the visit if required
- Other colleagues should be aware of where the meeting will take place, who the external visitor is and the purpose of the meeting.

We will require all visitors to:

- Only use the designated visitor entrance
- Sign in, giving their name, organisation, who they are visiting and car registration (if applicable)
- Read the safeguarding information when signing in

- Be escorted to their point of contact, or their point of contact will collect them from reception
- Wear a visitor's ID badge provided by our academy upon arrival throughout the visit and return this when signing out
- If the visitor is a regular visitor to site such as a commissioned intervention such as Think for the Future and they are required to work alone with pupils unsupervised at times, then evidence of their DBS will need to be provided. Once this is provided, they will be allocated a green lanyard
- Visitors who have not provided DBS evidence should not work with pupils unsupervised at any time or be left unsupervised in the building. Such visitors will be allocated a red lanyard.

If staff come across an unidentified visitor

Staff should always be alert to unidentified visitors on site and approach with caution to ask their identity, especially if not wearing an ID badge from our academy. Staff should be able to alert reception or a member of the senior leadership team when any visitor without a badge is found on a site.

While it is reasonable for schools to expect staff to approach unidentified visitors, they should be careful not to place staff in danger. This might mean that staff do not approach visitors alone, or that they alert the senior leadership team (or other relevant person) before approaching the visitor.

Procedures whilst external visitors are on site:

Most external visitors should not be left unsupervised to wander around the building alone. There may be exceptions to this such as when building works or surveys are being carried out by contracted companies.

Parents, visiting speakers or other non academy professionals should not be left unsupervised in the building at any time. They should be allocated a red lanyard. It should be made clear to visitors where toileting facilities are located, if these are required, and they should be escorted through the site at all times. Visitors should not be given access to site keys or fobs at any time.

Visitors should be escorted to the office to sign out and observed leaving the building after the meeting has finished.

If there are any concerns about a visitor's behaviour at any time during their visit, staff should contact a member of SLT for guidance, or if possible and appropriate, escort the visitor to the exit. If a visitor is behaving inappropriately and they will not leave the site, the police should be called. Pupils should be kept safe at all times and in another room to the visitor. Staff should prioritise the safeguarding of the pupils and themselves.

Protocol for invited external speakers

The protocols are:

- All requests for visiting speakers must be approved by a member of the SLT

- All visiting speakers are given a named contact at the academy
- All visiting speakers must provide photo ID upon arrival on site and are given a visitor's badge, which they are expected to wear throughout visits. They will be allocated a red lanyard.
- All visiting speakers are accompanied by an academy member of staff during their visit and they are not left unsupervised with pupils at any time
- A record of all visiting speakers is kept on site detailing name of the visiting speaker, the date of their visit, the pupil group addressed, the purpose of the visit, the member of staff requesting the visiting speaker and any relevant accompanying information.
- The visiting speaker must share the aims and objectives of their presentation with the staff member that requested the visit, to ensure it is appropriate to the age and maturity of the pupils and does not undermine British values or the ethos and values of the academy
- The staff member requesting the visit must conduct a reasonable level of research on the person/organisation to best establish whether they have demonstrated extreme views/actions and present any level of risk. Presentations and resources etc should be sent to the staff that requested the visit in advance.
- In the unlikely event that the talk/presentation does not meet with the expected requirements, academyC staff have the right and responsibility to interrupt and/or stop a presentation.
- The staff member that organised the visit will conduct a post-event evaluation of how the visit met the needs of our pupils
- All visiting speakers will be required to sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the academy's Terms and Conditions (Appendix 1)

Esteem Lanyard, work for the trust and are safe to lone work with pupils.



Frequent and registered visitor. DBS checked and safe for lone working with pupils



Non frequent visitor, need to be supervised
at all times



Agreement and Guidelines for Visiting Speakers

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visiting speakers to share this commitment.

Name of visiting speaker	
Organisation if applicable	
Named academy contact	

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age of the children. Appropriate dress, language and behaviour are required at all times
2. The presentation must uphold the principles of the ethos and values of our academy and the fundamental British Values
3. Academy staff have the right and responsibility to interrupt and/or stop the presentation if there is any violation of this agreement.

I have read these guidelines and agree to abide by them.

Signature of visiting speaker: _____

Signature of named academy contact: _____

Date: _____