

THE TELFORD PRIORY SCHOOL



Member of Leadership Team with Responsibility for Update of Policy	Ms Heather Murphy
Headteacher	Ms Stacey Jordan
Date adopted by the School Standards Committee	
Policy Review Cycle	Annually
Date for Policy Review	June 2024

The Telford Priory School Visitors Policy including speakers

This policy should be read alongside the following policies and guidance:

- The School's Safeguarding and Child Protection Policy
- PREVENT Strategy- HM Government
- Keeping Children Safe in Education- DfE Sept 2022

Introduction:

Visitors are welcome to The Telford Priory School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the students is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

Our ambition is that all students will be able to engage meaningfully, purposefully and positively in our community, society and world. They will be confident, **innovative** and ambitious for themselves and others, absolutely believing that they are the '*masters of their own fate*'. They will understand the complexities of life and have the necessary skills and **perseverance** to face these challenges positively. They will know that the world is ever changing and that they must find a productive way of being **successful** in it. They will know the dangers and **opportunities** within our world and will strive to improve themselves, **reflecting** on their actions and choices. Students will also recognise their rights and responsibilities. They will demonstrate excellent manners and will be **respectful** of themselves, their environment and each other. They will believe in themselves and the contribution they can make, seeking out opportunities to improve our world, particularly helping those who are vulnerable. They will know that they are the next generation of heroes."

It is our aim to safeguard all young people whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all students at The Telford Priory School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm, and become global citizens.

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, proprietors, visitors and parents and conform 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.

This 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, sports coaches, and topic related visitors eg. Business people, authors, artists etc.)
- All governors of the school

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- All parents/carers
- All pupils
- Educational personnel (Local authority or CAT staff, Inspectors)
- Building and Maintenance Contractors

THIS POLICY APPLIES TO ALL VISITORS INVITED TO THE TELFORD PRIORY SCHOOL

People invited into the School:

Where possible, permission should be granted by the Headteacher and/or members of the senior leadership team before any visitor is asked to come into school.

- Staff are to provide reception with a completed visitor's form containing details of the visitor, date, timings and who they are due to meet.
- All visitors must arrive through the main reception. They must not enter via any other entrance.
- At the front door, all visitors must state the purpose of their visit and who has invited them. At this point, formal identification should be shown where appropriate.
- All visitors will be introduced to a member of reception staff and be asked to sign in electronically and have their photograph taken.
- A member of the reception staff will issue each visitor with a visitor's badge (Orange or Black depending on DBS clearance)
- A member of the office staff will also provide the visitor with a copy of the "*Visitor's Safeguarding Guidance*" leaflet.
- The member of the reception staff can then show the visitor where the toilet facilities are and where personal belongings can be stored safely, should this be required.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception (via radio or telephone) to receive their visitor. The contact will then be responsible for them whilst on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff). If they are DBS checked (black lanyard), this may not be the case.
- On leaving the school site, visitors should leave via the main reception, sign out electronically and return their visitor's badge. There is a box at reception if it is after hours. **Lanyards must be put fully into this box.**
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point on the 3G pitch.

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 pupil on a one to one basis (e.g. Children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked (Orange visitor lanyard) **MUST NOT** be left alone with students at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.

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- If a visitor has DBS clearance (Black visitor badge) they may work with students unaccompanied. At times, this may 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 Agreement.”

Use of External Agencies and Speakers

At The Telford Priory School we encourage the use of external agencies or speakers to enrich the experiences of our students; however, we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our students.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

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

All external agencies and speakers will be expected to read and agree to the school’s “Visiting Speakers Agreement” (See appendix 1).

All information about the visiting speaker and the booking process will be recorded on the “*Risk Assessment for Visiting Speaker/Event Form*” (See appendix 2).

After the presentation, a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future. This may be extended to students for their evaluative feedback too.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

1. Any messages communicated to students support fundamental British Values and our school values.
2. Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
3. 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.
4. Activities are properly embedded in the curriculum and are clearly mapped to schemes of learning to avoid contradictory messages or duplication.
5. Activities are matched to the needs of the students.

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We recognise, however, that the ethos of our school is to encourage students to become global citizens, understanding opposing views and ideologies, appropriate to their age, understanding and abilities, and be able to actively 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 risk themselves where appropriate to their age and ability, but also to help students develop critical thinking skills needed to engage in informed debate.

Please Note: We do expect to have reviewed content of presentations/ sessions etc prior to their delivery, but note that visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school reception to sign in using the screen and be issued with a visitor's badge.
- In the event that a visitor refuses to comply, they should be asked to leave site immediately and the Headteacher and/or members of the senior leadership team immediately informed.
- The Headteacher and/or members of the senior leadership team will consider the situation and decide if necessary to inform the police.
- If an unknown/unwanted visitor becomes abusive, 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

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

Staff Induction

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