



SCHOOL VISITORS POLICY & VISITING SPEAKERS AGREEMENT

Approved by:- Full Board

Date of Approval: 10 November 2020

This policy should be read with the following policies and guidance-

- The school's Safeguarding and Child Protection Policy
- PREVENT Strategy – HM Gov
- Keeping Children Safe in Education – DFE 2016

Introduction

Visitors are welcome to Seva School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring, particularly as a 'faith school', are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. Therefore, during Covid-19, only essential visitors will be allowed in school. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines which ensure safe practices.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Seva can learn and enjoy extra-curricular experiences, in an environment where they are safe and secure.

In this policy we have a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, Trustees, visitors and parents/carers, and conform to child protection guidelines and best practice.

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 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, sport coaches, those supporting spiritual/faith based activities and topic related visitors eg business people, authors, artists, etc).
- All Trustees of the school
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Ofsted Inspectors, consultants)
- Building and Maintenance Contractors, staff delivering items, etc

This policy applies to all visitors invited to Seva School.

Visitors Invited to School

Where possible, permission should be granted by the Head Teacher (Primary or Secondary) or senior staff before any visitor is asked to come into school.

- All visitors must attend main reception on arrival and must not enter via any other entrance.
- At the reception, all visitors must state the purpose of their visit and who has invited them.

Visitors should be ready to show formal identification where appropriate.

- All visitors will be introduced to the Receptionist and asked to sign in
- The Reception Manager will issue each visitor with a visitors leaflet containing information about the procedures to follow in the event of a fire alarm/drill and if they feel unwell. Leaflets also have information regarding safeguarding and the responsibilities of visitors, visitors are asked to read this.
- The Receptionist or staff member organising visit will share the Visitors Agreement with the visitor.
- Visitors will be provided information on Covid 19 procedures in place at Seva School and visitors must adhere to them.
- The Receptionist will show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored if necessary.
- 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 school 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 to support a lesson, see below). The only possible exception to this is during inspection or review with visitors with full DBS clearance and as a legitimate part of school review (see below).
- On departing the school, visitors should leave via the School Office, sign out of the visitors system and return their visitors badge.

Visitors whose purpose is to work with pupils in some capacity:-

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff) to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one to one basis (eg Children's services or health professionals).
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.
If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff. At times this may be teaching a class or a one to one or group interview. This must be agreed in advance with the relevant supervising member of staff.
- 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 Seva School we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils safely and in line with our policies.

The Head of School is in charge of coordinating and vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

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

We ensure the school will not use agencies and members of the wider community which we consider do not comply with the safe practice of the Prevent Strategy.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation/activity before the event and the visiting speaker must also read and agree to adhere 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 or problematic subject areas and state whether the speaker should be booked again in the future.

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

- 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 are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

We recognise, however, that the ethos of our school is underpinned by the values that are at the heart of the Sikh faith; tolerance, mutual understanding and Seva. Seva School seeks to encourage pupils 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 or 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 pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

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 visitors 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 Office to sign in using the visitors system and be issued with a visitors badge if their visit is valid under the guidance of this policy.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher should be informed immediately.
- The Head Teacher and/or members of the senior management team will consider the situation and decide if 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. Staff will ensure the safety of students through appropriate 'lock down' strategies.

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.

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- 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.

Staff Name:- _____

Signed:- _____

Date: _____



RISK ASSESSMENT FOR VISITORS & VISITING SPEAKER/EVENT

Name of Event & Visitor/Speaker	
Does the visitor have a DBS?	
If yes, has the School Office seen the DBS and done the relevant safeguarding checks?	
If the visitor does not have a DBS, which Seva staff member will accompany the visitor?	
Date of Event	
Nature of Event (ta, 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 visitor/speaker and the organisation they are affiliated to	
Sign and date to confirm that the visitor/speaker has signed the Visitors Policy & Visiting Speakers Agreement	

Sign and date to confirm that the office has been informed of the visitor/speaker in order that they can be added to the School Diary	
Sign and date to confirm that you agree to ensure that the visitor/speaker is accompanied at all times, whilst on the premises	
Agreed by the Head Teacher/relevant member of Senior Leadership Team	
Date	
Post Event Evaluation	

Visitor/Speaker Agreement Form

Visitor/Speaker Name	
Visitor/Speaker Organisation	
Date of Event at Seva School	
Sign and date to confirm that you agree to adhere to the Seva School Safeguarding procedures	
Sign and date to confirm that you are aware who are DSL is	
Sign and date to confirm that you have been given our Safeguarding leaflet.	

SEVA SCHOOL – ONSITE ACTIVITY/WORKSHOP

RISK ASSESSMENT For

Name of Assessor:

Assessor's Signature:

Date:

Date of visit:

Start time:

Finish time:

Staff / Visitor name(s):

Number of pupils attending:

Year group:

Names of pupils with additional needs i.e. medical, SEN, Behavioural etc (please include further details in the risk assessment below):

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk