



# Davenant Foundation School

## Visitors/Visiting Speakers Policy

**Last Reviewed:** September 2023

**Next Review:** September 2024

This policy has been reviewed and to the best of our knowledge we do not feel that it impacts on any group or individuals' equality rights within our school community

<b>Policy Name</b>	Visitors/Visiting Speakers	<b>Committee Responsible</b>	Personnel
<b>Status</b>	Mandatory	<b>Committee Person i/c</b>	DHL
<b>Produced by</b>	DHL	<b>First Agreed</b>	May 2016
<b>Date Produced</b>		<b>Last Review Date</b>	September 2023
<b>References</b>		<b>Next Review Date</b>	September 2024

This policy should be read with the following policies:

- Prevent Duty Policy
- Children Act 2004
- Child Protection Policy
- Education Act 2011
- Keeping Children Safe in Education DfE 2023
- Lettings Protocol

### **1. Introduction**

Visitors are welcome to Davenant Foundation School. They make an invaluable contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and enrich our curriculum. It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines laid out in the policies above.

It is this school's aim to safeguard all children under its care both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Davenant Foundation School can learn and enjoy both curricular and 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 pupils 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, faith leaders, mentors, counsellors and topic related visitors e.g. business people, authors, artists etc.)
- All governors of the school
- All parents/careers
- All pupils
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors
- Inspectors
- Cover Staff
- Visiting Groups from other schools
- All visitors invited to Davenant Foundation School.

## **2. Visitors Invited to the School**

Where possible, permission should be granted by the Headteacher and/or member of the Senior Leadership Team before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

- All visitors must report to reception first-they must not enter the school via any other entrance other than main school reception.
- 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 using the 'Signing In/Out Book'.
- All visitors will be required to wear a ID Badge and read the Safeguarding Briefing Notes
  - Red Lanyards - DBS checked by Davenant and Safeguarding trained by Davenant
  - Green Lanyards - DBS checked and Safeguarding trained by outside agency
  - Yellow Lanyard – Not DBS checked or Safeguarding trained. These staff must be accompanied at all times around the school.
- 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 not should they be allowed to walk around the school unattended by their host.

- 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.

### **3. Visitors whose purpose is to work with students in some capacity:**

- Visitors may work with students in a variety of capacities, for example, to small groups of students or individuals or alternatively they may be working with a student on a one-to-one basis (e.g. Children's services or health professionals.)
- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with students at any point. 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 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 DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

### **4. Use of External Agencies and Speakers**

At Davenant Foundation 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 or speakers who we engage to provide such learning opportunities or experiences for our pupils.

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 directly be 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 must read the Visitor Safeguarding Notice Appendix 1

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

- Any messages communicated to students support fundamental British Values and our school values.
- 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
- 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 students

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.

#### **5. 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 using the inventory and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher and/or member Senior Leadership Team should be informed immediately.
- The Head Teacher and/or members of the Senior Leadership Team 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.

#### **6. Governors**

- All governors have DBS clearance.
- Governors should wear their ID lanyard at all times when on site.
- Governors should sign in and out using the 'Signing In/Out Book' unless attending a Governor Meeting when they will sign the Attendance Book
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

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

### SAFEGUARDING DAVENANT FOUNDATION SCHOOL NURTURING MIND BODY AND SPIRIT

THE SAFEGUARDING LEAD IS MISS ASHLEIGH COOPER  
YOU CAN ALSO SPEAK TO MRS LAKE, MRS FISHER AND MRS DAVIES



#### Concerned about a child?

It is very important to take action straight away if you think a child you know is being harmed or is at risk of harm. The longer abuse goes on, the longer it will take for a child to recover. If you have any doubts about sharing or reporting your concerns, just think for a moment what life is like for the child you are worried about.

You could:

- Talk to the designated safeguarding lead at the school : Ashleigh Cooper ext: 354 or Karen Davies (Safeguarding Administrator) ext 276
- Phone the Children's Services Department : 0345 603 7627 - Essex 020 8708 3885- Redbridge 020 8496 2310 - Waltham Forest or contact the police: 999 or 101

All our students are classed as children. A child is anyone under the age of 18.

Child abuse can take four forms, all of which can cause long term damage to a child: Physical abuse / Emotional abuse / Neglect / Sexual abuse

Abuse is **always** wrong and it is never the young person's fault.

## REMEMBER



- Do not touch a child
- Do not become too involved with personal problems
- Do not promise confidentiality, all such cases should be discussed with Safeguarding Officers
- Do not place yourself in a possibly compromising situation i.e. being on your own with a student
- Let other staff know why you will be alone with a child if you have to be and where you will be meeting them (leave doors open if possible – make sure other people are around)
- Workers experiencing excessive attention/affection from children should discuss the matter with the Safeguarding Officers (ASAP)
- Students you may know out of school can prove to be the most challenging to deal with, particularly if you play a different role in their lives i.e. relative, friend, parent, sports coach or youth leader. You must take the professional not the personal view.

#### DO NOT EVER GIVE A STUDENT:

- Your personal address
- Phone numbers
- E-mail or social networking site details
- Any other personal information!
- Do not take photographs of students unless you have permission from a safeguarding officer and the parents.

#### ENSURE THAT:

- Student and personal data is secure and does not leave school without encryption