

Bowden House School

School Visitors' Policy; Visiting Speakers' Agreement & Risk Assessment

Bowden House School complies with Paragraph 21 of the Ofsted Guidance '**Inspecting arrangements for staff recruitment and vetting**' (Inspecting safeguarding in early years, education and skills settings, August 2016) and intends this Policy to be read together with the school's Safeguarding & the Protection of Children Policy.

Visitors are welcome to Bowden House School and we believe that they make a contribution to the life and work of our 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 our 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.

It is our aim to safeguard all children whether it is during school time, extra-curricular activities or during care time. Bowden House wants to ensure that all students can learn, enjoy and benefit from all their experiences in an environment where they are safe from harm.

It is the school's objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors, parents and carers and to confirm to Safeguarding & Child Protection guidelines.

Bowden House School accepts its responsibility for all students on the school site during normal school hours; organised and supervised after school activities (on or off-site) as well as during care time.

This Policy applies to :

- all education, care, domestic, administrative and premises staff including Consultants
- all members of the school's Governing Body
- all external visitors entering the school site during the school day or after school (extra-curricular activities or care time activities)
- all training instructors/speakers
- all parents/carers
- all students
- all Local Authority personnel (Education/Social Care/Health, etc., Ofsted Inspectors, etc
- All building & maintenance contractors

Where possible, permission should be granted by the Headteacher (or designate) before any visitor is asked to come into school.

Visitors Invited to Bowden House School

When visitors arrive at the school they must park in the designated areas.

- all visitors must ring the doorbell on arrival at the main entrance and must not enter via any other door
- all visitors will be asked, via an intercom system, the purpose of their visit and who has invited them

They should be prepared to show formal identification, if requested

- all visitors will be asked to sign into the Visitors' Book stating their name the date/time of arrival; their profession/company/family member/Social Worker, etc., who they have come to see and their car registration number, if appropriate
- all visitors will be issued with a Visitors' Lanyard
- all visitors will be made aware of the Visiting Speakers' Agreement, if necessary
- all visitors will be shown the location of toilets, etc and where they can safely store their belongings, if needed
- all visitors will be escorted to their point of contact or their point of contact will be asked to come to Reception to receive the visitor. The contact (the member(s) of staff) will be responsible for the visitor(s) whilst they are on the school site
- at no point should a visitor be left on their own with a student(s) if the visitor is meeting a member of staff
- on leaving the school, all visitors should leave via Reception, return their visitors lanyard and sign out the time of leaving.

Visitors whose purpose is to work with students

- visitors may work with students in a variety of capacities, e.g. to deliver a lesson (normally supervised by a member of staff); to meet with small groups of students or on a 1:1 basis – children's services or health professionals
- all staff should ensure that all normal visitor policy requirements are followed
- any visitor who is not covered by a DBS check must **not** be left alone with students at any time. This includes whole class; small group; 1:1 teaching/interview groups or escorting students around the school.
If a visitor has DBS clearance, they may work with students unaccompanied by another member of staff. This **must** be agreed in advance
- regular visitors to the school must have DBS clearance
- any visitor delivering a lesson/training session or assembly, must comply with the requirements of the Visiting Speakers' Agreement.

Use of External Agencies and Speakers

Bowden House School will positively vet those external agencies or visiting speakers/trainers who are engaged in providing such learning opportunities or experiences for our students or staff.

Information regarding visits/speakers/trainers, etc., **must** be given to the Admin. Assistant who will record the date/time/venue of the sessions in the

school's virtual and central diary. The Business Manager, Headteacher or another member of the Senior Leadership Team will undertake the necessary checks on the suitability of the visitors (including the use of Internet searches or make contact with other schools or equivalent) if they are unknown to the school. Where possible, Bowden House School uses established companies, charities, recognised authorities/agencies/training providers.

The school will make every effort to ensure that any visiting speaker/trainer/agency does not present with any messages that are inconsistent or in complete opposition to our ethos and values. Bowden House School is mindful that there may be occasions when the work undertaken by external agencies may not be directly connected to the rest of the school curriculum but will always ensure that the work is of benefit to our students.

All external agencies and speakers will be expected to discuss, in advance, with the staff member responsible for co-ordinating events, about the content of their presentation/session. They will also be required to read and understand the school's 'Visiting Speakers Agreement' attached to this Policy.

All information about the visiting speaker/trainer and the booking process, must be recorded on the 'Risk Assessment for Visiting Speakers/Event Form' attached to this Policy which includes a post event/session evaluation. This section should be completed noting any contentious subject areas or comments and state whether the visitor should be invited again in the future.

Bowden House 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 our 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 glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies
- activities are properly embedded in the curriculum to avoid contradictory messages or duplication
- activities are matched to the needs of our students.

Within the ethos of the school, the staff at Bowden House encourages its students to understand opposing views and ideologies appropriate to their age, understanding and abilities; are able to actively engage with them in informed debate and use external agencies or speakers to facilitate or support this. This school believes that a broad and balanced curriculum, augmented by the use of external sources where appropriate, will strive to ensure that 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.

Visiting agencies or speakers will be made aware that their presentation/session will be brought to an early close, if the content proves unsuitable.

Unknown/uninvited visitors to the school

- any visitor to the school site who is not wearing a visitor's lanyard should be challenged politely asking who they are and their business on the school site
- they should be accompanied to the school's Reception
- in the event the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher informed immediately
- the Headteacher 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 school site immediately and warned that if they fail to leave the school grounds, that Police assistance will be called for.

Staff Induction

As part of their Induction, new staff should be made aware of this Policy and will be asked to comply with its procedures at all times.

BOWDEN HOUSE SCHOOL

Visiting speakers/external agencies Agreement & Risk Assessment

Bowden House School understands the importance of visitors and external agencies to enrich the experiences of our students.

In order to safeguard our students, we expect all visiting speakers to read and adhere to the statements below:

- any messages communicated to the students support fundamental British Values and our school values
- any messages communicated to the students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- any messages communicated to the students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies
- activities are properly embedded in the curriculum
- activities are matches to the needs of the students
- visitors will be accompanied by a member of staff at all times.

Signed Date

<p>Name of the Event and Speaker</p> <p>Event</p> <p>Speaker</p>
<p>Date of the Event</p>
<p>Nature of the Event (talk, demonstration to the students, interactive learning, etc.,)</p>
<p>Outline of the content of the Event</p>
<p>Point of Contact (member of staff organising the Event)</p> <p>.....</p>
<p>Sign & date to confirm that research has been carried out or that they are known to the school, on the speaker and the organisation they are affiliated to</p> <p>Signature Date</p>
<p>Sign & date that the Speaker has signed the Visiting Speakers' Agreement</p> <p>Signature Date</p>
<p>Sign & date that the Office has been informed of the Speaker in order that they can be added to the school's Diary</p> <p>Signature Date</p>
<p>Sign & date to confirm that you agree to ensure that the Speaker will be accompanied at all times, whilst on the premises</p> <p>Signature Date</p>
<p>Agreed by the Headteacher or member of the Senior Leadership Team</p> <p>Signature Date</p>
<p>Post Event Evaluation</p>