



# Moulsham

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## Junior School

### **VISITING SPEAKERS POLICY**

Ratified by the Governing Body: Spring 2021

Review Date: Spring 2024

## **Moulsham Junior School Visiting Speakers' Policy**

### **Visitors Policy and Visiting speakers' agreement**

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- Collective worship policy
- PREVENT Strategy HM Gov 2015 (updated 2019)
- Disqualification under the Childcare Act 2006 (updated July 2018)
- Keeping Children Safe in Education DfE 2020
- Current Government guidelines on Covid-19

### **1. Introduction**

Visitors are welcome to Moulsham Junior School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. 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.

It is our aim to safeguard all children under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Moulsham Junior School can learn and enjoy 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, and topic related visitors e.g. business people, authors, artists etc.)
- All governors of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors)

This policy applies to all visitors invited to Moulsham Junior School.

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

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school. The Headteacher 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. The Headteacher will advise of the level of supervision and pre visit checks required. It is the responsibility of the person organising the visit to complete Appendix 1 Visiting Speaker Agreement.

- All visitors must report to reception first - they must not enter the school via any other entrance.
- 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 school's signing in procedure.
- All visitors will be required to wear a label.
- 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. 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 and confirmed in advance.

- 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 using the school's procedures and return their identification label to reception.

#### **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 pupils 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.
- In the unlikely event that a talk/presentation does not meet with the requirements of the policy for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation
- The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal/Head of School.
- No promotional material to be permitted on school premises without prior consent of the HT.
- 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.
- In the unlikely event that a talk/presentation does not meet with the requirements of the policy for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation

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

At Moulsham Junior 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 and accept the Visiting speakers agreement. (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.

### **4. 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 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 Headteacher should be 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 site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

#### **5. Governors**

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

#### **6. 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.

**Appendix 1**

**Moulsham Junior School Visiting Speakers Agreement**

At Moulsham Junior School we understand the importance of visitors and external agencies to enrich the experiences of our students.

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

- 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
- Visitors will also be accompanied by a member of staff at all times
- The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal/Head of School.
- No promotional material to be permitted on school premises without prior consent of the HT.

***Please be aware that in the unlikely event that the talk/presentation does not meet with the requirements of the policy for visiting speakers, school staff have the right and responsibility to interrupt and/or stop a presentation.***

Name of member of staff organising and accountable of the visit:

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Date of Visit:.....

Name of visiting speaker:.....

Associated organisation:.....

Contact detail of speaker and/or organisation:.....

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**I can confirm I have read, understood and will adhere to the agreement above:**

Signature .....

Date .....