



[www.emmausfederation.co.uk](http://www.emmausfederation.co.uk)

## Visitor and Visiting Speakers Policy

At The Emmaus Federation we follow:

The policies and procedures from Lincolnshire's Safeguarding Children Board (LSCB) which includes the Government's Prevent Strategy.

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- Collective worship policy
- RE Policy
- SEND Policy
- Anti-Bullying Policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education DfE 2016
- Code of Conduct

### 1. RATIONALE

Visitors are welcome to The Emmaus Federation. They 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 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.

### The policy applies to:

- All visitors invited to The Emmaus Federation.
- All teaching and non-teaching staff employed by the school
- All external visitors entering the Federation sites 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 Federation
- All parents/carers
- All pupils

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- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

## 2. AIMS AND OBJECTIVES

It is our aim to safeguard all children under this Federations 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 The Emmaus Federation can learn, enjoy and benefit from 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 safeguarding and child protection guidelines.

When arranging visiting speakers staff will be mindful of the suitability and backgrounds of visitors being invited into the school and must ensure that suitability is confirmed. Appendix 1 is a checklist which can be used by staff to help evaluate the suitability speakers, or organisations and groups running events for pupils on school premises.

## 3. VISITORS INVITED TO THE SCHOOL

The Executive Head Teacher and/or The Heads of School should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit should be recorded in the school diary.

- 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.
- All visitors will be required to wear a badge.
- 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 the visitor is meeting a member of staff).

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- 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 badge to reception.

#### **4 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 (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 pupils.
- If a visitor has DBS clearance they may work with pupils unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview.
- 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. EXTERNAL AGENCIES AND SPEAKERS**

At The Emmaus Federation 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 or speakers who we engage to provide such learning opportunities or experiences for our pupils.

All External Agencies and Speakers must read the Visiting speakers agreement. (Appendix 2)

Our Federation 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

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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

## 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 and be issued with an identity badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Executive Head Teacher should be informed immediately.
- The Executive 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 identity badge at all times.
- Governors should sign in and out using.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

## 7. 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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**Signed:**

Mrs CV Collett  
Executive Headteacher  
September 2016

**Signed:**

Mrs E Woods  
Chair of Governor

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## Appendix 1: Checklist for vetting speakers/ visitors to Federation

✓	Vetting procedures	Notes
	How did the school find the speaker?  Was he/she recommended by a trustworthy person/organisation?	
	Does the school have the speaker's CV?	
	Does the speaker have appropriate DBS checks in place?	
	Does an internet search about the speaker raise any concerns?	
	Can the speaker provide references of other schools where he/she has spoken?	
	What is the feedback from those referees?	
	Is it possible to meet with the speaker beforehand?	
	Have you discussed the school's expectations with the speaker?	
	Do they understand the purpose of their visit and any rules the school has in place?	

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Appendix 2:

### **Visiting Speakers Agreement**

At The Emmaus Federation 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.

Sign in using the school procedures – and adhere to school information and guidance on visiting our school.

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 clearly mapped to schemes of work to avoid contradictory messages or duplication.

Activities are matched to the needs of pupils.

Visitors without DBS (Disclosure and Barring Service) certificates will be accompanied by a member of staff at all times.

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