



# HARBINGER PRIMARY SCHOOL

## Visitor & Visiting Speaker Policy

**2023-24**

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Person responsible for review	Mai-Anh Dien/ Nimesha Nagahawatte
Date approved by Governors	
Date of next review:	October 2024

## Scope of Policy

This policy applies to all staff, pupils and volunteers at Harbinger Primary School.

Harbinger Primary School appreciates and values the educational benefits of visitors and outside speakers visiting the school to address pupils and/or staff. However, we recognise our responsibilities to the pupils in our care and require a number of Safeguarding procedures to be followed.

### 1. Introduction

- 1.1 The safety and welfare of our students and members of staff is our highest priority. Harbinger Primary School operates a strict policy to ensure that visitors to the school have the correct prior approval.
- 1.2 No visitors can come into school without this prior approval. Exceptions to this are parents, Governors, the Local Authority, emergency services and Child Protection officers. Existing agreed partners and contractors of the school are exempt from obtaining approval for regular, agreed visits as the expectation is that the service level agreement (SLA) outlines the dates, times and purpose of their visit to the school and the school expects partners and contractors to provide identity documents and vetting details appropriate to their activity. All other visitors, including ex-colleagues and family members, must be approved by a member of the Senior Leadership Team (SLT) or School Business Manager (SBM) a minimum of 5 days before the proposed visit. The SLT/SBM will carry out appropriate checks to ensure visitors are vetted and adhere to Harbinger Primary School's values and promote community cohesion.
- 1.3 **Prior to the visit/presentation** - All visitors should be given a 'Visitors Guide' to read and familiarise themselves with the Child Protection and Safeguarding procedures as well as fire evacuation procedures.
- 1.4 **Prior to the visit/presentation** - The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement form below is read and signed. This needs to be completed, signed and returned to the school before the presentation can begin. The form indicates a commitment to the following:
  - The speaker must not incite hatred, violence or call for the breaking of the law.
  - The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
  - The speaker must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
  - The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
  - The speaker must adhere to the school's Equalities and Safeguarding policies.
  - The speaker is not permitted to raise or gather funds for any external organisation or cause without express permission of the Headteacher.
  - The speaker should be advised that they will be required to sign an agreement before speaking. If requested, a copy of the agreement will be sent to the speaker in advance of the presentation.
- 1.5 **On the day** - All visitors should sign in at reception using the 'SignIn' software system. They will be given a paper badge to stick onto their clothing and must be visible to other staff members during their visit.

- 1.6 Further exceptions to this include events when the school is made open to the parents and the public, including Open Mornings, Parent Evenings, Concerts and Family Engagement days and Fairs e.g. Fundraising, Book and Christmas Fairs. During occasions such as these, staff will undertake all reasonable precautions to ensure the visitors to the school are genuine and are supervised if supervision is necessary. This may include ensuring that visitors are wearing 'visitor badges' that demonstrate visitors have followed proper signing in protocol at reception and have been vetted by office staff; visitors are accompanied by relevant school staff to their destination, when necessary; and an attendance record of visitors to the school is maintained by the relevant member of school staff.

It is the duty of every staff member to challenge any visitor that they have concerns about and contact a member of SLT to report their concerns. The school retains the right to refuse admission to the school and its grounds if appropriate arrangements have not been made and procedures followed by potential visitors.

- 1.7 Ex-Harbinger students may request a meeting / arrive for a visit. They must be signed in and fully supervised at all times.
- 1.8 Before a request is made, due diligence must be undertaken to ensure that the proposed visitor is someone who promotes, understands and will adhere to Harbinger Values.
- 1.9 **Failure to abide by this policy may lead to disciplinary action.**

## 2. Request Form

- 2.1 A request form is available below and should be completed a minimum of **5 days before the proposed visit**. The completed form should then be passed to the Headteacher for approval.

## 3. Additional Concerns

- 3.1 Visitors to the school are subject to necessary identity and vetting checks and early prior approval of proposed visitors will allow these matters to be dealt with effectively. If the school has any concerns during the vetting process, we will pass any relevant information to the Local Authority Prevent officers.
- 3.2 Where a visitor will be invoicing us for their visit, this may require clarification in advance and they may need to provide a copy of their liability insurance
- 3.3 For certain types of activities, a risk assessment may be required
- 3.4 **During/After the visit** - The member of staff organising the visiting speaker should review/evaluate the address by the guest speaker and report any concerns to the Designated Safeguarding Lead (DSL) immediately.
- 3.5 If concerns are raised, the DSL will take action to address the concern in line with the school's Safeguarding policy.

- 3.6 Records will be maintained and necessary parties including the Headteacher and Chair of Governors will be informed.

## 4. Supervision

- 4.1 If approval is granted, it is the responsibility of the member of staff who requested the visitor to ensure that the visitor is supervised at all times during their visit.
- 4.2 Visitor supervision may not be necessary if the visitor has undergone an enhanced DBS check and is in 'regulated activity'. In this instance, it is the responsibility of the member of staff who requested the visit to ensure that the visitor has been vetted by the Headteacher/SBM and approval for an unsupervised visit is agreed.
- 4.3 Following the visit/presentation, the visitor should be accompanied by a member of staff to the school reception where they should sign out and leave the premises.
- 4.4 This responsibility cannot be delegated any other member of staff other than the Headteacher/SBM.

# HARBINGER PRIMARY SCHOOL VISITOR REQUEST FORM

**To be completed at least 5 days prior to visit**

Name of staff member requesting visitor(s):

Date of request:

Date(s) of proposed visit:

Start and end time:

Name of Visitor(s) (please list full names):

Name of Organisation:

Contact mobile/phone:

Contact email:

Has SLT completed an internet search of visitor (to ensure the appropriateness of the speaker)?

Reason/purpose for the visit (include which year group/class if speaking to/working with children):

What due diligence has been undertaken to ensure that the individual/organisation promotes Harbinger School values?

What arrangements have been put in place to ensure that the visitor(s) are supervised at all times?

## **VISITOR(S) MUST PRESENT:**

1. PHOTOGRAPHIC PROOF OF IDENTIFICATION (MANDATORY)

*and*

2. DBS CERTIFICATE (only if UNSUPERVISED)

Please alert Head of School / SBM immediately if the visitor will be unsupervised on school premises as they MUST have a DBS certificate.

TO BE COMPLETE BY EXECUTIVE HEADTEACHER / HEAD OF SCHOOL (please delete as appropriate)

AUTHORISED / NOT AUTHORISED

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of visiting speaker:

Organisation (if applicable):

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the pupil audience. Appropriate dress, language, and behaviour are required at all times.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
4. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
5. The speaker must demonstrate a commitment to adhere to the council's 'No Place for Hate' policy.
6. The content of the speech/presentation must contribute to preparing pupils for life in modern Britain.
7. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
8. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head teacher.
9. Compliance with the school's Equality and Safeguarding Policies.
10. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

**I have read these guidelines and agree to abide by them.**

Visiting Speaker's Signature:

Date: