



**CASTLEFORD
PARK JUNIOR ACADEMY**

Visitors into School Policy

Castleford Park Junior Academy

Nov 2019

Review Date : Nov 2021

Visitors Into School Policy

Rationale & Aims

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures to ensure children receive effective support, protection and justice. In order to carry out this duty effectively, it is important that all visitors into school are properly inducted, monitored and checked - commensurate with their work in the school and contact with pupils i.e. if they are in regulated activity or not.

Visitors to the school are asked to sign in, if necessary show ID, and are given a badge, which confirms they have permission to be on site. All visitors are expected to enter through one entrance and observe the school's safeguarding and health and safety regulations to ensure children in school are kept safe. The Headteacher will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.

Students working within school – procedure

- **Work experience students** visiting for a week from a higher education setting are formally met before their placement takes place and inducted into school procedures
- Whilst they are on site and working within classrooms, they are supervised by an appropriate adult through all work carried out
- At the beginning of the placement, ground rules and goals of the work experience are established and evaluated throughout
- If there are any concerns regarding their professionalism or conduct, their school will be contacted and their placement terminated immediately
- **Students working on a longer term** placement will have obtained DBS checks prior to their start at the school, that are presented before they arrive to start work and are inducted in the same way as short term students
- Long term students work under the direction of a designated teacher and the objectives of their work with the school is regularly reviewed alongside their professionalism and conduct
- If there are any concerns regarding their professional conduct, their University or College would be immediately contacted and this could lead to termination of placement
- **Supply staff** have DBS details verified against photo before entry into the building and are inducted into school procedures with a 'Supply teacher handbook' and specific medical and class information relating to the class they are teaching

Volunteers working within school

- Volunteers, such as parents and members of the community/Governors are required to undertake the requisite DBS checks before they start work within the school
- They are inducted in the same way as students and a visitor handbook is reviewed with them to ensure they understand school procedures and safeguarding responsibilities
- Volunteers remain supervised whenever they are working within school, work within a public area and work within sight of another adult when working with groups, or individual children

Visitors to School

- Before a visitor is invited into school to work with, or speak to children, a formal request must be made to the Headteacher which explains the reason for their visit (see appendix one)
- Wherever possible, visitors will be chosen from a well-established company, charity or other group whose aims are well documented
- They will have explained their aims, objectives and given school staff sight of any materials they intend to use before the day of their visit
- Visitors will be given a document to sign (appendix two) which explains that they must abide by our school's equality and inclusion commitments; must not undermine tolerance of faith or beliefs and must not include extremist material in their discussions with pupils

- On the day of their arrival, they will be expected to bring suitable identification and where this is not a DBS (as they are not working in regulatory activity) they will be supervised at all times whilst on site
- After their visit an evaluation form will be completed containing feedback from staff – indicating whether content was appropriate and whether the visitor could be booked again in the future (Appendix Three)

Extended Services

Where extended school activities are provided by and managed by the school, our own child protection policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures and clarify whose procedure is to be followed if there are concerns. There will be clear communication channels to ensure the DSL is kept appropriately informed.

Reviewed September 2019 by the Governing Body

Appendix One

1) Name of visitor and recognised company they work for:	
2) Rationale for visit:	
3) Validation of quality and safety of visitor from:	
4) Purpose of the visit: Date of visit: Start and end times:	
5) Supervisor/point of contact whilst on school site and at the end of their visit:	
6) Contact details for the speaker:	
7) DBS information:	

Appendix Two

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 students.

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 student 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 content of the speech/presentation must contribute to preparing students for life in Modern Britain.
6. The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
7. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
8. Compliance with the School's Equal Opportunities and Safeguarding Policies.
9. 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:

Appendix Three

Checklist After visit

Question	Scale 1 - 10	How do you know?
1. How well did the programme meet the needs of the pupils?		
2. Has there been an impact on staff skills and confidence?		
3. How will be the work be continued and / or adopted into the Schemes of Work next year?		
4. Did the visitor comply with school inclusion and equality guidance throughout the visit?		
5. Were there any elements that could be improved in the future?		
6. Any other comments?		
Please keep a copy for your records.		

Monitoring and Review:

Reviewed by: Miss K Law Nov 2019

Date of Next Review: Nov 2021

Signed  _____

Date: Nov 2019

Miss K. Law Headteacher

Signed _____

Date: Nov 2019

Mr J. Dossey Chair of Governors