



*Inspiring All to Excellence*



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**Violet Way Academy**

# **Visitors and Visiting Speakers**

## Introduction

Visitors are welcome to Violet Way Academy and make a positive 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 the 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.

## Academy and Curriculum Vision

Our core moral purpose is encapsulated in our academy vision and curriculum vision:

### Academy Vision

At Violet Way Academy we want all of our pupils to '**Reach for the Stars**'. This means setting aspirational goals, persevering in the face of challenge and striving for excellence in all that they do.

'Inspiring All to Excellence'

### Curriculum Vision

At Violet Way Academy we intend that all pupils, regardless of background, develop the **knowledge and character** needed to flourish in life. We aim to 'inspire all to excellence' through the provision of:

- 1. A rich, broad and balanced curriculum presented in a vibrant, exciting and imaginative manner, enriched through a range of meaningful experiences.**
- 2. A character education that runs through all that we do, nurturing and fostering the values our pupils need to thrive as individuals, ready for the next stage of their education.**

Delivering our school and curriculum vision will involve inviting visitors to school to enhance the curriculum further.

There will also be occasions when visitors need to come to school, for example, Children's services, educational training services and support services.

## Aims

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Violet Way Academy 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, the proprietor, visitors and parents and conform 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.

This guidance applies to all visitors invited to Violet Way Primary Academy. Supply staff, visitors, regular visitors and volunteers will be provided with the Visitor and Safeguarding information booklet.

## 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 Deputy Headteacher should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

- All visitors must report to reception on arrival (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 **must be ready to produce formal photographic identification and proof of an up-to-date DBS (Disclosure and Barring Service) certificate.**
- All visitors will be greeted by a member of the office staff and provided with a visitor and safeguarding information leaflet (including safeguarding, reporting concerns, security and fire safety).
- All visitors will be asked to sign in and will be given Safeguarding and Health and Safety information (including directions to fire evacuation points).
- A member of the office staff will issue each visitor with a visitors' badge (all visitors will be required to wear a badge).
- The members of the office staff will inform the visitor where the toilet facilities are.
- Visitors will then 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 will then be responsible for them while they are on site.
- 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 and lanyard to reception.

## Governors

We intend that Governors play an active part in the academy. We have a number of link Governors, who are expected to visit the school for monitoring and support purposes.

- All governors have DBS clearance.
- Governors should wear their badge/lanyard at all times.
- Governors must sign in and out.
- New governors will be made aware of the guidance and familiar with its procedures as part of their induction.
- Governors will complete a post visit report.

## 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 student on a one-to-one basis (e.g., Children's services or health professionals).

- As all individuals are required to have DBS clearance in order to work on site, 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. This must be agreed in advance.
- Any visitor delivering a lesson or assembly must comply with the requirements of this guidance.
- All visitors need to sign in and out of the building and will be given a visitor leaflet.

## Use of External Agencies and Speakers

At Violet Way Primary Academy, 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.

The Headteacher is in charge of vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

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 be directly connected with the rest of the school curriculum, so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' (see Appendix 1).

Our school 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.
- 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 are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.

We recognise that the ethos of our school is to encourage pupils 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 or 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 pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

All visitors need to sign in and out of the building and will be given a visitor leaflet.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

### Unknown/uninvited Visitors to the School

- Any visitor to the school site who is not wearing a visitors' lanyard and badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school office and issued with a lanyard and badge. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher immediately informed.
- The Headteacher and/or Deputy Headteacher will consider the situation and decide if 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.

## APPENDIX 1

### Visitors and Visiting Speakers Agreement

At Violet Way Academy, we understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to safeguard our children, we expect all visiting speakers to read our Safeguarding and Visitor leaflet and adhere to the statements below:

- 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 carefully planned and sequenced and mapped out to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors will be asked to provide DBS details to be checked, where visitors do not have a DBS, they will be accompanied by a member of staff at all times.

Visiting Person / Company Name:

Print Name:

Signature:

Date: