

ST. JOSEPH'S PRIMARY SCHOOL

VISITING SPEAKERS POLICY

St. Joseph's School is part of a wider community. Occasionally, schools have speakers from our wider community who enrich our children's experience, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. This may happen during the school day or as part of extracurricular activities. Our responsibility is to ensure that our children's safety and welfare is never compromised and that the information they receive they can critically assess as to its value to themselves. The information must be aligned to the ethos and values of the school and British values.

The policy applies to:

- All staff in school
- All parents and carers
- All pupils
- Education personnel (LA staff, advisors and consultants)
- Building and maintenance contractors
- All visitors to our school

We achieve this through the following protocols:

All requests for outside speakers or visitors must be discussed with the Headteacher. The admin team or the SLT will then request:

1. A biography of the speaker or institution with the relevance and purpose clearly defined as to the information the speaker/visitor wishes to communicate or work to be undertaken. Any information conveyed must align

to the core values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to the Headteacher.

2. Whenever possible, a notice period of no less than one month, prior to the speaker/visitor's proposed date at school.
3. An organiser for the visitor/speaker who will be the liaison with school.
4. The organiser must ascertain that all information communicated by the visitor/speaker must be lawful.

When sufficient information has been collated the Headteacher will be able to make a decision giving permission for the visitor/ speaker to come to the school.

Further guidelines

School safeguarding procedures apply and visiting speakers should normally have photograph identity from their institution. Visitors must always state the purpose of their visit to the admin staff and state who has invited them there. They must sign in and they will be issued with a visitors' identification which they must wear at all times. They must wait in Reception until their point of contact collects them or be escorted to them by another member of staff. They should not be sent through the inner door of the Reception area until the escort arrives.

Visitors are accompanied in the buildings at all times.

They must not take photographs without prior arrangement with the school and our usual photograph policy will be in place to safeguard pupils.

In the event of a fire drill or lockdown they should be accompanied to a suitable assembly point or place of safety.

On leaving the school they should leave via Reception, returning any identification as they go and signing out.

During the Visit / Monitoring

Staff will be present during the visit, including a member of the senior leadership team who is monitoring that the speech/work with pupils aligns with the values and ethos of the school and British values. There must be no attempt to marginalise any communities, groups or individuals or to glorify criminal activity, violent extremism, or to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies. Activities should be properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication. In the unlikely event that the visitor does not meet this requirement, immediate action will be taken by the senior leader to balance the information given. Activities should be matched to the needs of pupils.

We recognise that children may wish to explore opposing views and ideologies, appropriate to their age, understanding and ability, and to be able to engage in informed debate, and we may use external agencies to facilitate and support this. By delivering a broad and balanced curriculum, augmented by the use of external resources where appropriate we will strive to ensure our children recognise risk and learn to build resilience to manage such risk where appropriate to their age and ability, as well as building critical thinking skills needed to engage in informed debate.

Visitors may come to deliver a lesson (normally supervised by a member of staff), to meet with small groups of children or individuals (e.g. children's services or health professionals). Any visitor who is not DBS checked must not be alone with any child at any point. This includes whole class or small group teaching or one-to-one interviews. This must be agreed in advance.

Any speaker who refuses to have a teacher present when they work with pupils will not be permitted to address them.

Regular visitors to the school must have DBS clearance.

Post Speech / Visit Evaluation

The speech/ visit is evaluated by the organiser as to whether it met the needs of our students. Should the visit/speaker not meet the needs of our students then this will be clearly communicated to the visiting speaker/ institution by the Headteacher or a member of the SLT.

Thank you letters will be sent as appropriate by the organiser and may be sent by pupils provided they only use first names.

Unknown / Uninvited Visitors

Any visitor to the school not wearing a visitors 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 identification. In the event of refusal they should be asked to leave the site immediately and the Headteacher or a senior member of staff informed immediately.

The Headteacher or Senior leader will consider the situation and may decide 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.

Governors are all DBS checked and should wear a visitors badge at all times. They should sign in and out using the visitor's book.

New staff will be inducted into this process and will be asked to ensure compliance with its procedures at all times.