



*Inspiring All to Excellence*



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**Anker Valley Primary Academy**

# **Visiting Speakers Policy**

## Document Control

Policy Title	Visiting Speakers Policy
Effective Date	September 2023
Policy Owner	Anker Valley Primary Academy
Policy Approver	Local Governing Body

## Version Control

Version	Date	Amended by	Comments

Section	Changes Made

### Vision

The vision of Anker Valley Primary Academy is to create a world class education to enable every young person to reach their full potential, and in particular, *inspire all to excellence*. The Visiting Speakers Policy provides the framework for procedures that all staff should follow when having an external speaker visit their Anker Valley Primary to speak to the children.

### Aims of the Policy

Visitors are welcome to Anker Valley Primary Academy. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience 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.

It is our aim to safeguard all children under this school's 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 Anker Valley Primary 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, governors, visitors, and parents and conforms 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 policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- PREVENT Strategy
- Keeping Children Safe in Education 2023

The policy applies to:

- All teaching and non-teaching staff employed by the school.
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g., businesspeople, authors, artists etc.)
- All governors of the school.
- All parents/carers.
- All pupils.
- Education personnel (Local Authority staff, Inspectors).
- Building and Maintenance Contractors.

This policy applies to all visitors invited to Anker Valley Primary Academy.

## **Visitors Invited to the School**

Permission should be granted by the Head of School or Executive Headteacher before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team 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 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 **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 asked to sign in and will be given Safeguarding and Health and Safety information (including directions to fire evacuation points).
- All visitors will be required to wear a lanyard.
- 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.
- 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 label to reception.

## **Visitors whose purpose is to work with pupils**

- Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students 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).
- Staff should ensure all normal visitor policy requirements are followed.
- As all individuals are required to have DBS clearance in order to work on site, they may work with students 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 the visiting speakers' policy.

## **Use of External Agencies and Speakers**

At Anker Valley Primary Academy, we encourage the use of external agencies or speakers to enrich the experiences of our students; however, we will positively vet those external agencies, individuals, or speakers who we engage to provide such learning opportunities or experiences for our pupils.

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 Visitors Policy and Visiting Speakers Agreement external agencies may not directly relate to the rest of the school curriculum, so we need to ensure that this work is of benefit to our students.

All external agencies and speakers must read the Visiting Speaker's policy prior to their arrival. Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups, or individuals.

- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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.

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

### **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 provide evidence of their DBS, sign in and be issued with a lanyard.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head of School and Executive Headteacher should be informed immediately.
- The Head of School and Executive Headteacher 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.

### **Governors**

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