

# **ALL HALLOWS RC HIGH SCHOOL**



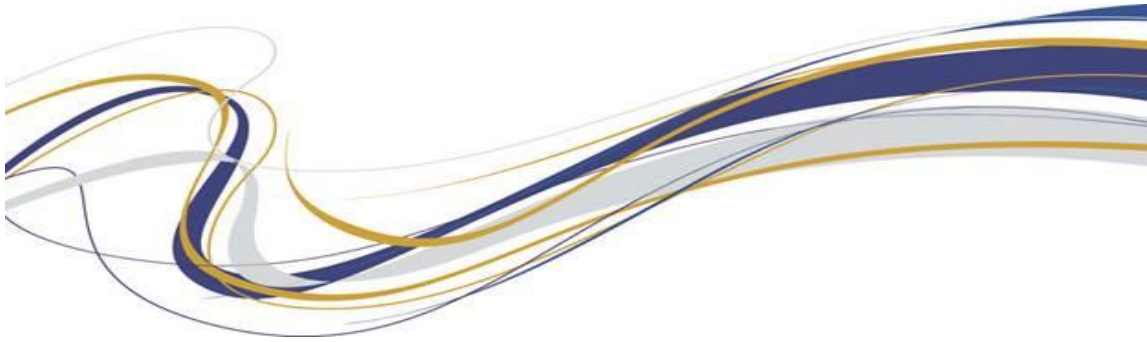
## **EXTERNAL VISITORS & VISITING SPEAKERS POLICY**

**(with Covid Update/appendix)**

**Committee responsible for review: Welfare Committee**

**Review date: November 2020**

**Date of next review: November 2022**



## **EXTERNAL VISITORS & VISITING SPEAKERS POLICY**

**We aim for All Hallows RC High School to be a Catholic school to which children wish to come, to which parents wish to send their children, and where teachers wish to teach.**

**Our Mission is to offer a high quality Catholic education for all, in an environment where Gospel Values are central to teaching and learning, and in which the unique value of each person is recognised and respected.**

We recognise that it is important to broaden the understanding and learning of students by introducing visitors who can provide them with information that can help them to: make decisions at different phases of their education, remain safe and gain a wider understanding of cultural, world and global issues. It can also provide motivational inspiration through the sharing of a speaker's experience and the widening of students world view.

While All Hallows RC High School welcomes visitors throughout the year; we do so with the knowledge of our responsibility to ensure the security and welfare of the whole school community is not compromised at any time.

It is our aim to make sure that our school is protecting students and staff during school time and in extracurricular activities and to ensure that visitors comply with the Visitors & Visiting Speaker's Agreement **(See Appendix B)**.

This Policy should be read with the following policies:

- Safeguarding Policy
- Prevent Strategy
- Keeping Children Safe in Education DfE 2020

Before a speaker is invited to become part of the All Hallows community they will be provided with a copy of the schools Visiting Speakers Policy by their named contact. This contact, an established member of school staff will ascertain their guest's status under the DBS principles and supply the necessary documentation/detail for inclusion on the schools central register.

The movement of an invited guest is managed under the schools Safeguarding Procedures.

The school operates a traffic light system of identification for all visitors; staff wear a green lanyard, visitors/guests who have DBS clearance wear a yellow (amber) lanyard which

indicates to our wider staff that they have clearance and may be allowed to work with pupils without supervision and those visitors/guests who do not have or cannot provide evidence of current DBS clearance wear a red lanyard which indicates to staff and others that they must not be left unsupervised or unattended on school premises or with pupils at any time during their visit.

Before an agency or an agency representative can be invited to speak in school the following process must be followed

1. A named contact person must be identified; this would usually be the Introducer, who becomes the formal school liaison.
2. The school liaison will ascertain the following:
  - Details of the agency, charity or organisation the speaker represents
  - Details of all persons taking part,
  - Details of planned activities and desired outcomes for the speaker their agency and for students
  - Copies of any presentation materials to ascertain suitability for intended audience and to ensure that British Values and school Values and Ethos are not compromised.
3. The school liaison will present a case for the activity to an Assistant Headteacher or designated person and seek approval for a formal invitation to be made. The detail to be provided to allow a decision to be made should include an overview of the purpose of the activity, the individuals and/or agencies involved and the outcomes for pupils. A proposal form must be completed and signed by the proposing visitor (Appendix A).
4. Once approval for the introduction of visiting speakers to students has been received the school liaison will:
  - i. Ensure the invited speaker is aware of school policies and procedures that will govern their visit to school
  - ii. Ensure the invited speaker is aware that their presentation will be stopped if they go beyond the agreed parameters or content proves to be unsuitable for its audience.
  - iii. Ensure that visiting speakers do not attempt to fund raise during their presentation without the express prior authority (in writing) of the Headteacher or other designated person.
  - iv. Ensure that visiting speakers receive a copy of this Policy and sign to confirm receipt, understanding of and compliance with its contents (APPENDIX B)
  - v. Make the speaker aware that staff and pupils may be asked to evaluate their presentation for the purpose of noting any contentious

subject areas or comments and that these may be used to inform decisions about subsequent activities and invitations.



**APPENDIX B**

**VISITOR ACKNOWLEDGEMENT OF POLICY**

I can confirm that:

I have had an opportunity to read and understand the contents of the All Hallows RC High School EXTERNAL VISITORS & VISITING SPEAKERS POLICY.

I am aware of the conduct required of me and what I can expect from the school during my visit.

I have presented myself and the organisation I represent honestly and with clarity.

I will ensure that my presentation does not go beyond the pre agreed content or breach the accepted standards of British Values or those of the School, as communicated to me.

I will ensure that I make no statements which might cause offence to others, or undermine tolerance of other faiths or beliefs; and that my presentation contains no extremist material.

I am available and willing to answer all and any queries about myself, my presentation and its intended outcomes for pupils; from my named school liaison and/or the Assistant Headteacher or other designated person.

I have received instruction in the schools emergency safety procedures.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

School Liaison: \_\_\_\_\_ / \_\_\_\_\_

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

## **APPENDIX C**

### **Visitors to the School Site during the Coronavirus (COVID-19) Pandemic**

#### **Statement of intent**

All Hallows RC High School is committed to ensuring the health and safety and wellbeing of all of our staff members, pupils and visitors during the current pandemic. To fulfil our day-to-day roles, visitors need to come into the school, e.g. to deliver supplies, which is why we have implemented the temporary practices and procedures outlined in this appendix.

#### **1. Legal framework**

- 1.1. This appendix has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - DfE (2020) 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings'
  - DfE (2020) 'Keeping children safe in education'

#### **2. Before visiting the school**

- 2.1. Where possible, visitors will be kept to a minimum to mitigate the risk of coronavirus spreading.
- 2.2. To mitigate mixing and visitors spending longer periods on the school grounds, all deliveries, where possible will be left in the main school reception, or access via the side of the school.
- 2.3. Where possible, people will give the school notice before visiting the school.
- 2.4. When requesting a visit to the school, people must state when they want to visit the school, for how long, and their purpose for visiting.
- 2.5. For testing and tracing purposes, visitors will be required to give their names and a contact number before visiting the school site.
- 2.6. Anyone who does not want to submit their details or outline a reason for visiting the school will be denied access to the school grounds.
- 2.7. Official bodies, e.g. Ofsted and the police, will not have to request a visit to the school; however, they will be required to submit their contact details for testing and tracing purposes.
- 2.8. When they come on to the school grounds, visitors will be asked to ensure they clean their hands on entry. All visitors will be signed in by the reception team.
- 2.9. If the visitor discloses that they have been exposed to, or are suffering from the symptoms of, coronavirus they will be asked to leave the school site immediately and the visit will be rearranged for a later date once the visitor has self-isolated.
- 2.10.

### **3. Infection control**

- 3.1. Posters will be displayed around the school to remind visitors to practice good hand sanitisation and wearing face coverings.
- 3.2. Visitors will not enter the site if they are displaying symptoms of coronavirus.
- 3.3. Where possible, visitors will be designated their own toilets in the main reception. This will help to minimise social mixing. Regular cleaning will be undertaken during the school day.
- 3.4. All toilets, infection control areas and areas designated for visitor use will have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins.
- 3.5. Visitors who become unwell with coronavirus symptoms will be sent home immediately.
- 3.6. In the event a visitor who is displaying symptoms cannot go home immediately, they will be asked to self-isolate in a designated area of the school, and will go home as soon as possible.
- 3.7. Areas that have been occupied by symptomatic visitors, including toilets, will be cleaned and disinfected as soon as possible.
- 3.8. Visitors who have delivered close contact care to pupils showing symptoms of coronavirus will be encouraged to get tested.
- 3.9. Once tested, the visitor will notify the school of their results for the purposes of testing and tracing procedures.

### **4. Social distancing**

- 4.1. Visitors will adhere to Social Distancing at all times.
- 4.2. Where possible, contact time between visitors and staff members/pupils will be kept to a minimum.
- 4.3. The Headteacher with support of staff will ensure stringent social distancing measures are in place to protect clinically vulnerable individuals.
- 4.4. Where possible, meetings will be undertaken remotely to minimise the number of visitors on the school site.

### **5. Monitoring and review**

- 5.1. This appendix will be reviewed by the Governing Body in response to any new government advice.
- 5.2. Updates to this policy will be communicated to all staff members by the School Business Manager.
- 5.3. Once the school resumes regular activity, and if deemed appropriate by the Governing Body, all sections within this appendix will expire.