

JKHS VISITORS AND VISITING SPEAKERS PROCEDURE

Introduction

Visitors are welcome to John Kyrle High School. 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 students 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 students 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 students of John Kyrle High School 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 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 students anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The procedure 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 learning-related visitors e.g. business people, authors, artists etc.)
- All governors of the school
- All parents/carers
- All students
- Educational Personnel (Local Authority staff, Inspectors)
- Building and maintenance contractors

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 members of the Senior Leadership Group should be given a clear explanation as to the relevance and purpose of the visit and the intended date and time.

Where visits are planned in advance, staff should submit a Green Form to allow for the School Diary to be checked, the visit to be approved in accordance with safeguarding procedures and for the visit to appear in the staff Bulletin once approved.

If visits are not planned in advance, for example a parent/carer or external agency is invited in as a response to a more pressing need, staff should inform Reception that a visitor is expected. 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 should be ready to produce formal identification where appropriate. All visitors will be asked to sign in at Reception on every visit, even if they are regular visits. All visitors will be required to wear a visitors badge and lanyard.

Visitors will then be escorted to their point of contact or their point of contact will be asked to come to Reception to greet their visitor. The contact will then be responsible for them whilst they are on site. At no point should a visitor be left on their own with students (if a visitor is meeting a member of staff).

In the event of a fire drill/alarm, the visitor should be accompanied to the assembly point near the Tennis Courts and register with Reception staff, who will bring the sign-in book to the muster point.

On departing the school, visitors should leave via Reception, sign out and return their identification label.

Visitors whose purpose is to work with students in some capacity

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. Student services or health professionals).

Staff should ensure all normal visitor procedures are followed. Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' procedure.

Any visitor who does not have DBS clearance, must not be alone with students at any point. This includes whole class or small group teaching, or one-to-one interviews of students, or escorting students around the building. If a visitor has DBS clearance, 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. Regular visitors to the school must have DBS clearance.

Use of external agencies and speakers

At John Kyrle High School, 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.

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 directly be connected with 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 Speakers Agreement (Appendix 1)

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 are clearly mapped to schemes of work to avoid any contradictory messages or duplication;
- activities are matched to the needs of the students.

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. 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 to 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 sign in and be issued with a visitors badge and lanyard.

In the event the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed. The Headteacher and/or members of the Senior Leadership Group 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.

Trustees

All trustees have DBS clearance and should wear their ID lanyard at all times. Trustees should sign in an out and record their visit in the red book left at Reception. New trustees will be made aware of the procedure and be familiar with it as part of their induction.

Staff development

As part of their induction, new staff will be made aware of this procedure and will be asked to ensure compliance with it at all times.



Appendix 1

JKHS Visiting Speakers Agreement

At John Kyrle High School, we understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our students we expect all visiting speakers to read and adhere to the statement below:

- 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 are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of the students.
- Visitors will also be accompanied by a member of staff at all times.