



# External Visitors Policy

**Date Policy due to be reviewed:** July 2020

**Committee Responsible for Policy:** Full Governing Body Committee

## **Section 1 - Introduction**

Visitors are welcome at Hillcrest School. Indeed, they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. External visitors can enrich the curriculum through direct classroom input by bringing particular skills, methods, perspectives and expertise. They can also make a valuable contribution to the wider development of RSE in a school or locality, for example through supporting teachers, school leaders and governors in improving provision and building the school's capacity; or by working directly with parents and carers. Meeting and working with people from the wider community is identified as a 'curriculum opportunity' in the National Curriculum programmes of study for Personal Wellbeing at Key Stages 3 and 4 (within PSHE education). Contributions from external visitors are appropriate if they can add something that will enhance learning, something different from that which a competent teacher can offer. For example, students can benefit from:

- Learning about local and school-based health and advisory services first-hand from service staff – this can help build trust in using a service;
- Learning about other people's lives from someone with a particular life experience, such as a teenage parent or HIV-positive speaker;
- Learning about a particular faith, cultural or social perspective, for example by a faith leader discussing relationships or a local lesbian, gay, bisexual, transsexual and transgender (LGBTQ) organisation representative discussing stereotyping and addressing homophobia;
- Accessing expert and specialised knowledge on a topic of interest to the group, for example from a health professional;
- Developing personal and social skills through the process of hosting and interacting with a visitor;
- Experiencing a different learning style or medium, such as the creative arts.

As a school we aim to provide our students with a broad, balanced and enriched curriculum which reflects our diverse and celebrates the rich heritage of our pupils. We see the inclusion of visitors' input into the school's curriculum as one means of ensuring that we meet this aim. This enables our students to question and learn from people from various walks of life and disciplines, gaining a wider insight into the lives of other people and the world in which we live as part of our wider school commitment to promote and instil the key 'British Values' in our community. We recognise the valuable contribution this makes to children's learning and life experiences.

It is the school's responsibility, however, to ensure that the security and well-being of its students is uncompromised at all times whilst on the school site, during normal school hours and after school hours. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

### **Policy Responsibility**

The DSL (**Steven Connor-Hemming**) is the member of staff responsible for implementation, co-ordination and review of this policy.

### **Aim**

To safeguard all children under our responsibility both during school hours curriculum and out of hours activities which are arranged by the school. The ultimate aim is to ensure that our students can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

## **Objectives**

To have in place 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 as set out by the DFE (Keeping Children Safe in Education, Sept 2019) and Prevent Duty (June 2015).

These guidelines have been produced to help ensure that both the school and the external contributor are mutually aware of the other's expectations and to ensure that a high quality teaching and learning session is the guaranteed outcome.

## **Where and to whom the policy applies**

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. 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 for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents/carers (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors
- Volunteers

## **What is an 'external visitor'?**

In this guidance an external visitor/contributor is anyone who is not a regular member of teaching staff but goes into a school to work alongside teaching staff, supporting the planned delivery of any curriculum activity. Any visitor to the school who has unsupervised access to children or who works in the school on a regular basis will be subject to DBS checks. Given that most external visitors will come to the school infrequently and will not be left in sole charge of pupils, DBS checks will not normally be required. An external visitor who has not had a DBS check will not be left in sole charge of a student or students. In all instances, whether or not the external contributor is DBS checked, it is strongly recommended that a teacher is present in the classroom for the whole of each lesson, so that they can maintain responsibility for class management and devise follow-up work to reinforce pupils' learning.

## **Section 2 - Procedures to be followed by staff when arranging for an external visitor to come into school**

The following procedures are implemented to ensure the safety and security of all pupils, staff, volunteers and visitors. These procedures have been carefully designed to ensure school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

Staff must be familiar with the DFE guidance on 'Keeping Children Safe in Education' (Sept 2019) in relation to: preventing unsuitable people from working with children and young persons in the education services. This DFE guidance applies to all visitors invited to the school by a member of staff.

When planning to invite a visitor into school to engage with students (ie – **PSD workshops, assembly, curriculum provision, etc**) staff should consider the following points or undertake the following actions;

- Does the input enhance learning and have a clear place in the curriculum? What value they are adding that is different from what the teacher and school can do alone?
- Are the values of the visitor clear, do they differentiate between fact and opinion and how can we be sure there is no hidden agenda behind their visit?
- What experience have they had working with schools and young people previously? What are their reasons for working with schools?
- Is there evidence that the visitor has had a DBS check?
- Carry out a Google search on the visitor – what exactly do you know about their background? For example, are they members of a specific extremist organisation?
- Does the input support the capacity of schools to deliver good quality RSE, for example by contributing to the professional development of teachers?
- Is the visitor adequately trained and competent to deliver content? How do you know? Is their knowledge and experience relevant and appropriate to the nature of their visit?
- Does the input from external visitors comply with the Equalities Duties and will it provide a balanced view of any social, economic, religious or political issues?
- Will the external visitors want to take photographs or videos of their activities in school? If so, for what purpose?
- Does the external visitor want to use their visit as an opportunity to raise funds?
- Will staff and students have an opportunity to evaluate input from external visitors?

Staff should complete an **External Visitors Risk Assessment Form at least 2 weeks** before proposed visit. Before a visitor can be formally invited to the school, **the DSL should be informed**, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by the DSL before a visitor can be formally invited into school. **The DSL will advise on the level of supervision, pre-visit checks required and if a risk assessment is required prior to the visit.**

The relevant member of staff must also request a copy of the resources (ie – power point / worksheets) that will be used **at least one week** before the proposed visit. These must be shared with the DSL who will check the resources to ensure they are age appropriate, balanced and supportive of British Values. If the DSL has any concerns about the proposed content, contact will be made with the visitor to discuss the concerns and request necessary changes are made to the content to ensure it is appropriate. The visitor will be asked to make the relevant changes and send a copy of the materials to the DSL to be checked again prior to the visit. Any literature or handouts, that the visitor intends to distribute during the visit, must be checked and approved by the DSL prior to the visit and relevant changes must be made by the visitor if the DSL feels the content is not appropriate. **The DSL reserves the right to cancel the proposed visit if they still feel the nature and content of the visit is not appropriate to needs of students and values of the school.**

**Please note if you wish your visitor to have unsupervised access to the school site they must have an Enhanced DBS and/or Bared List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS was issued. Regular visitors to school must have Enhanced DBS clearance.**

All external visitors will be required to read and sign our '**External Visitor Code of Conduct**' before they visit the school. They should either send the completed document into school prior to their visit or bring it into school on the day of their visit. **Visitors will not be allowed to engage with students until they have signed the relevant documentation.**

**A signed copy of completed risk assessment must be sent to main reception in advance of the visit. The risk assessment will be signed by the visitor on arrival at the school on the day of their visit.**

Before the day of the agreed visit, the member of staff **must** ensure the visitor is **aware** of the following:

- They must bring formal photographic identification with them at the time of their visit and their DBS number if applicable.
- They must report to Main Reception first – they should not enter the school via any other entrance.
- They must be aware of how many students they will be working with, the gender and age breakdown of the students, the ethnicity and culture of the students, including language skills and level of learning (G&T / SEND / EAL).
- They must be made aware of how long they have got for their sessions / assembly and reassured that their equipment and space requirements will be met
- That they are not responsible for discipline and behaviour – this will be the responsibility of the members of school staff allocated to supervise and support the visitor.
- The school policies in relation to safeguarding, confidentiality, health and safety and tackling sensitive and controversial issues.
- Professional boundaries and the expected dress code for adults at Hillcrest
- The agreed learning outcomes to ensure they complement the school curriculum and are in line with school policies.
- They must be informed about any specific medical needs of participating students, ie – asthma, epilepsy, anaphylaxis.
- Visitors should not have phones or cameras out whilst in the presence of students and should not take any photographs or videos of students. The school will confirm who is allowed to participate in any photographs and videos.
- Visitors should not have any social media contact with students through personal emails, mobile phones or social media.
- No gifts, including money, should be given out to students, unless agreed beforehand with the DSL.
- No literature or handout should be given to students by the visitor unless this has been agreed by the DSL.

### **Section 3 - Information for External Visitors**

#### **External visitors – key questions to consider *before* you visit the school**

- Are you clear how your contribution fits with the aims and objectives of the curriculum?
- Have you discussed with the school how your knowledge and expertise is appropriate?
- Is the school clear about your values, aims and objectives and your reasons for working with schools?
- Have you checked with the schools about the needs of the pupils, such as in relation to ethnicity, religious background, gender, ability, and age?
- Do you know about the relevant school policies, such as behaviour, sensitive and controversial issues and child protection (confidentiality) and health and safety?
- Have you discussed with the school any professional boundaries, codes of conduct or guidelines that you need to work within?
- Do you know which teacher will remain with you throughout the activity?
- Do you understand that your role must be a supportive one, not a substitute or replacement for the teacher?
- Are you clear of your role in any follow up work agreed with the school, for example in respect of feed-back, monitoring, evaluation, and celebration of student's achievements?

## **Procedures to be followed by an external visitor when they arrive at school**

- All visitors must report to the School Office first – do not enter the school via any other entrance
- All visitors must provide formal photographic identification when they sign in (ie – driving licence / identification badge of the organisation they work for)
- At reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors will be asked to sign the Visitors' Record Book which is kept by the School Office at all times.
- All visitors will be required to wear a school lanyard identification badge. A red lanyard indicates that a visitor must be supervised at all times as they do not have the appropriate DBS clearance. A green lanyard indicates that a visitor has enhanced DBS clearance and may work with students unaccompanied by another member of staff.
- All visitors must present their signed '**External Visitors Code of Conduct**' if they have not already sent it back to the school. If they do not have their signed copy with them on arrival, the school receptionist will issue them with another copy to read and sign on arrival at the school.
- All visitors must read the school's safeguarding guidance that will be provided by the receptionist
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to the School Office to receive the visitor. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.
- In the case of an emergency of fire evacuation, the point of contact must ensure the visitor leaves the buildings and assembles at the relevant assembly point

## **Procedures to be followed when a visitor leaves the school site**

- Visitors should leave via the Main reception
- Enter their departure time in the Visitors' Record Book alongside their arrival entry
- Return the identification badge to the School Office.
- The school receptionist should monitor that the visitor has left the school site and not re-entered the site, potentially breaching security.

## **General safeguarding guidance for external visitors during visit to school**

All external visitors should work within our school policies relating to handling sensitive issues and confidentiality, health and safety and any specific policies relating to subject content such as drug education and sex and relationship education. It is not appropriate to encourage students to reveal any personal information that may incriminate themselves or others.

If visitors come to give talks to students on topics that may be sensitive, they must be made aware of the ground rules used in classrooms:

- No one (teacher, external visitor or student) will have to answer a personal question
- Everyone has the right to pass and not answer a question if they do not wish to
- Names of individuals should never mentioned in discussions or questions
- Only the correct biological names for body parts should be used
- Meanings of words should be explained in a sensible and factual way

We would expect all external visitors to value diversity, be aware of the importance of social inclusion and promote equal opportunities. All presentations must give provide balanced viewpoints on the topic / theme covered to empower our students to reach well informed personal conclusions and judgments.

We would expect all visitors to support our whole school commitment to promote 'British Values' (democracy, rule of law, mutual respect, tolerance of different religious backgrounds and personal liberty) and not advocate a view that may undermine or challenge these values. Visitors should not actively encourage students to join a specific political party or extremist organisation such as the English Defence League or Islamic State. Visitors should not advocate the benefits of one religion over another or criticise the beliefs and practices of any religious group.

In addition, visitors should not openly discriminate against any individual or group based on age, gender, socio-economic or cultural background, or sexual orientation. Potentially controversial issues, such as abortion, sexual exploitation, honour violence and gender-based violence, sexual identify and radicalisation, should be handled sensitively and provide a holistic, non-judgemental and well balanced overview of the issues.

All visitors should be aware that staff at Hillcrest School have the right and responsibility to interrupt and/or stop a presentation for any violation of the expectations outlined above. In addition, all visitors should be aware that any visits to school, with the purpose of raising funds for a specific cause, must be authorised by the DSL/Headteacher prior to their visit to school.

**It is important that all visitors acknowledge their role is to inform and educate our students, not influence them to believe a specific viewpoint or theory.**

**Confidentiality** - We expect all visitors to:

- Help us in providing supportive opportunities for students to talk
- Only talk in a professional manner about students and their families
- Never promise unconditional confidentiality to a student
- Where other professionals work to their own codes of practice, confidentiality must be clearly explained to students from the outset
- Where worries exist about a student's safety as a result of their contribution to a workshop or lesson delivered by an external visitor, the visitor must refer this concern immediately to the member of staff present with them in the room, sports field, main hall, etc.
- Potential safeguarding issues i.e. risk of significant harm, must always referred to the designated member of staff for Child Protection (DSL).
- All visitors must not provide students with their personal contact details, email address or social media contact details. If a student wants more information from the visitor, this must be supervised by a member of staff who will make contact with the visitor to obtain the additional information required.
- All external visitors must not take any personal information from students during their visit, ie – mobile number, e-mail address, social media log-in details, etc

## **Section 4 - 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 at the school.
- They should then be escorted to the School Office to sign the Visitors' Record Book and be issued with an identity badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and/or Deputy Headteacher should be informed promptly.
- The Headteacher / Deputy 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. The Headteacher / Deputy Headteacher will decide what further action to take that may include seeking legal advice or further police involvement.

## **Section 5 - Governors**

- All Governors must comply with Enhanced DBS procedures, completing a DBS form through school (if not already held).
- The School must check all Governors DBS certification is in date at the beginning of the academic school year.
- Please note that Governors should sign in and out using the Visitors Signing In Book in main reception and wear their school identification card at all times.
- New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher or Chair of Governors.

## **Section 6 - Volunteers**

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be appropriately checked to ensure their suitability to work with children. As outlined in 'Keeping Children Safe in Education, Sept, 2019); ***'A supervised volunteer who regularly teaches or looks after children is not in regulated activity' and 'an enhanced DBS certificate, which does not include a barred list check, will be appropriate'.***

We will undertake a risk assessment and use our professional judgement when deciding whether to obtain an enhanced DBS for any volunteer not engaging in regulated activity.

## **Section 7 - Trainee Teachers**

All necessary checks will be carried out for trainee teachers to secure an Enhanced DBS certificate before the trainee teacher is allowed to engage in regulated activity.



As outlined in 'Keeping children Safe in Education, Sept, 2019); ***'Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children'***

### **Section 8 - Contracted Services**

Where the Governing Bodies contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

Maintenance contractors who will primarily be engaged to work during term/school hours will be met by the Site Manager, who will undertake a risk assessment prior to their arrival. Where possible all maintenance contractors should hold a current enhanced DBS (which includes barred list information) where they are engaging in regulated activity.

All contractors carrying out emergency work during term time will be accompanied by site staff at all times unless the school has evidence that the appropriate safeguarding checks have been completed. The Site Manager will undertake a risk assessment. Where possible all maintenance contractors should hold current enhanced DBS clearance (which includes barred list information).

### **Section 9 - Parents / Carers**

Parents / Carers must sign in at main reception and be issued with a red lanyard / visitors pass. They must be collected from main reception, supervised by a member of staff at all times and returned to reception by the member of staff at the end of the meeting to sign out and return their visitors pass. Staff should challenge a parent, wearing a red lanyard, if they are on their own on the school site.

### **Section 10 - Staff Training**

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

Links will be made to the procedures for external visitors in the annual staff safeguarding training.

### **Section 11 - Linked policies**

This policy should be read in conjunction with other related school policies, including:

- Child Protection and Safeguarding policy
- Preventing Extremism Policy
- Drugs Awareness Policy
- Relationship and Sex Education policy
- Health and Safety Policy
- Positive Mental Health Policy

## **Monitoring and Evaluation**

The suitability and impact of all visitors invited into school to work with children will be assessed at the end of each visit and a decision made as to further involvement.

Policy Approved – July 2019

Review Date – July 2020

Policy written by – Steven Connor-Hemming (DSL)

**Hillcrest School: External Visitors Risk Assessment Form**

<b>Please complete at least two weeks before the proposed visit and pass to the DSL</b>		
Name of Visitor / Organisation		
Member of staff arranging visit / Date Risk Assessment completed	Staff:	Date R/A:
Date and time of proposed visit		
Purpose of proposed visit		
How do you know the visitor is suitable / appropriate to work with our students?		
Venue (room / main hall / etc)		
Will visitor have unsupervised access to students? (please give details)		
Who will supervise the visitor?		
Does the visitor want to take photos/video? If so, what purpose?		
Does the visitor plan to use visit to raise funds? If so, for what?		
<b>DSL Assessment</b>		
<b>Requirements</b>	<b>Tick if required</b>	<b>Provided on day of visit (Sign)</b>
DBS		
List 99		
Photo ID		
Address ID		
Employment ID		
Evidence of qualifications		
<b>Level of Supervision required:</b>		

<p><b>DSL Comments:</b></p> <p>Has the proposed visit been approved?    <b>YES / NO</b></p> <p>If no, outline reasons why:</p> <p>Any further actions required to be taken by the member of staff organising visit?    <b>YES / NO</b></p> <p>If yes, outline what further actions are required and timescales for actions:</p> <p>Confirmation that further actions have been followed up (DSL signature)</p>
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<p><b>Main Reception</b> (day of visit to school – tick and sign requirements outlined in DSL assessment grid)</p> <p>Has the visitor signed copy of ‘External Visitor Code of Conduct’?    <b>YES / NO</b></p>
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## Hillcrest School: External Visitors Code of Conduct

**Hillcrest School is committed to the highest standards in protecting and safeguarding the children entrusted in our care**

**We will support all children by:-**

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling all forms of bullying and harassment
- Working with our school community to protect children against any form of sexual exploitation, honour-based violence and extremist radicalisation
- Providing guidance and support to allow all children to keep safe in and out of school.

Visitors are very welcome at Hillcrest School. We recognise and value the important contribution they make to the lives of our students and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. External visitors enrich the curriculum through delivering assemblies, co-ordinating extra-curricular activities and direct classroom input by bringing particular skills, methods, perspectives and expertise. They play a key role in our practice of supporting students to keep themselves safe in school and the wider community.

However, we must ask all visitors to respect our school values and practices during their visit to our school.

**Name of Visitor:**

**Date of visit to Hillcrest School:**

**Purpose of visit:**

Please **read** the extracts below from our 'External Visitors Policy' on the expected conduct of all visitors and **sign** to confirm you agree to adhere to these expectations during your visit. **Please bring your signed copy of this document with you on the day of your visit to the school.**

*'We encourage all external visitors to Hillcrest to value diversity, be aware of the importance of social inclusion and promote equal opportunities. All presentations or resources used must provide balanced viewpoints on the topic / theme covered to empower our students to reach well informed personal conclusions and judgements. We would expect all visitors to support our whole school commitment to promote 'British Values' (democracy, rule of law, mutual respect, tolerance of different religious backgrounds and personal liberty) and not advocate a view that may undermine or challenge these values. We kindly ask visitors to not actively encourage students to join a specific political party or extremist organisation, advocate the benefits of one religion over another or criticise the beliefs and practices of any religious group. In addition, we kindly ask visitors to not openly discriminate against any individual or group based on age, gender, socio-economic or cultural background, or sexual orientation. Potentially controversial issues, such as abortion, sexual exploitation, honour and gender-based violence, sexual identify and radicalisation should be handled sensitively and we encourage visitors to provide a holistic, non-judgemental and well balanced overview of the issues. We must kindly remind visitors their role is to inform and educate our students and not to influence them to believe a specific viewpoint or theory.'*

*'We ask all external visitors to kindly refrain from giving students their personal contact details, email address or any social media contact details. We also ask all external visitors to kindly refrain from obtaining the personal or contact details of any students during their visit to the school, as well as using personal devices to take photographs or videos of students without prior consent from the school.'*

*'We ask all external visitors to help us in providing supportive opportunities for students to talk but encourage all visitors to talk in a professional manner about students and their families and never promise unconditional confidentiality to a student. Where worries exist about a student's safety as a result of their contribution to a workshop or lesson delivered by an external visitor, we ask the visitor to refer this concern immediately to the member of staff present with them.'*

Signed .....

**Thank you for your co-operation. We appreciate your support and know our students will benefit immensely from your visit. We hope you will have an enjoyable visit to our school.**

