



*Nourishing the fitrah of each unique child*

## Visitors and Visiting Speakers Policy

The Prophet (peace and blessings be upon him) said:

***“Whoever believes in Allaah and the Last Day, then let him honour his guest.”***

(Tirmidhi, Vol. 4, Book 37, Hadith 2688)

Adopted: January 2024	Review date: January 2025	Visitors and Visiting Speakers Coordinator: School Administrator
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Adopted: January 2024

Review: January 2025

## Visitors Policy and Visiting Speakers Agreement

The teachings of the Prophet (peace and blessings be upon him) have given the mutual rights of the host and the guest in such a manner that preserves honour and respect for both.

At Unique Academy, we aim to have in place a clear visitor procedure, which is understood and implemented by all staff, Trustees, visitors and parents. We would like to ensure that children in our school can learn and be happy in an environment where they are safe from harm. School staff should be able to come to work without fear of violence, abuse or harassment from visitors.

### Policy Statement

Visitors are very welcome to Unique Academy, however, it is our school's responsibility to ensure that the security and well-being of our children and staff is uncompromised at all times.

Unique Academy has a legal duty of care for the health, safety and wellbeing of all children and staff. This duty of care incorporates the duty to safeguard all children from being subjected to any form of harm or abuse. It is the responsibility of the Trustees and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Trustees recognise that there can be no complacency where child protection and safeguarding procedures are concerned. Unique Academy therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedure.

All members of the school community have a right to expect that the school is a safe place in which to work and learn. Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated.

Although fulfilling a public function, schools are private places. The public has no automatic right of entry.

Parents and carers of enrolled pupils have an 'implied licence' to come onto the school's premises when collecting and delivering children, attending invited events or by pre-arrangement. The right to access the school's premises remains the decision of the Headteacher.

### Policy Responsibility

The School Administrator is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Designated Safeguarding Lead (DSL).

### Where And To Whom The Policy Applies

Academy is deemed to have control and responsibility for its children 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 to support what the children are learning about in the curriculum (including supply teachers/ tutors/sports coaches and topic-related visitors e.g. authors, journalists, speakers etc)
- All Trustees of the school
- All parents (including parent helpers)
- Other education-related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

## Planned Visitors To The School

All visitors to the school will be asked to provide formal identification at the time of their visit.

Where possible the school administrator should be informed of all pre-arranged visitors to the school.

All visitors must report to the reception area first and should not enter the school via any other entrance.

At reception, all visitors must state the purpose of their visit and who has invited them.

If applicable, they will be asked to produce formal identification.

All visitors will be asked to sign the Visitors' signing-in sheet (which is always kept by the reception), making note of their name, the purpose of their visit, and time in and time out.

All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit.

The visitor's badge contains information regarding the school's fire evacuation procedure as well as the name of the Designated Safeguarding Lead (DSL).

Visitors will then be escorted to their point of contact by a member of staff OR their point of contact will be asked to come to the reception to receive the visitor. The contact will then be responsible for them while they are on site.

On departing the school, visitors should leave via the school reception area and:

- Enter their departure time in the Visitors' signing-in sheet
- Return the identification badge and information sheet to the school reception.

**Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.**

## Use of External Agencies and Speakers

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:

- all information about the visiting speaker and booking process is recorded on a suitable proforma (Appendix)
- a formal invitation procedure, to include a clear outline by the speaker of their presentation in advance and approval by the Headteacher. It is advisable to request the speaker provide a biography of themselves.
- Appropriate suitability and background checks on the speaker and any organisation they present, including an internet search of 'The fundamental British Values are: **democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs**'.
- A formal agreement (Appendix) signed by the speaker outlining the school's commitment to equality and British Values. This should also make clear that a presentation will be brought to an early end if the contact proves unsuitable.
- Any messages communicated to children are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to children do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- Staff will be present during the visit including a member of the senior leadership team who will monitor the speech to ensure it aligns with the values and ethos of the school and British values.
- Staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- There will be no attempt to raise funds without the prior written permission of the Headteacher.
- Students will complete an evaluation form after the presentation, with an opportunity for feedback from staff and noting any contentious subject areas or comments. This will assist when making decisions about whether to invite the speaker back for future events.

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

## **Unknown/ Unplanned 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 reception to sign the Visitors' signing-in sheet and be issued with a visitors' badge. The procedures above then apply.

If the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher/ SLT member should be informed promptly.

The Headteacher/SLT member 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.

## **Regular Volunteers/Parent Helpers**

Regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the school administrator. They should follow the procedures as stated above. New parent helpers will be asked to comply with this policy before coming into the school for an activity or class-supporting role. This is the responsibility of the school administrator.

Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. Again all parents should follow the procedures as stated above.

## **Trustees**

- All Trustees have completed an Enhanced DBS clearance check.
- Trustees should wear their ID lanyards at all times.
- Trustees should sign in and out using the Inventory system.
- New Trustees will be made aware of the policy and familiar with its procedures as part of their induction.

## **Contractors/ Workmen**

Contractors/ workmen should aim to complete work outside of school hours. However, in the event that they need to come to the school, the steps above must be followed and they must always be accompanied by the school administrator.

## **Staff Development**

New staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures.



## Risk Assessment For Visiting Speaker

**(Please complete by visit organiser and returned to the School administrator)**

Name of visitor	
Class or Person they will be visiting	
Purpose of the visit	
Member of staff arranging the visit	
Date and time of visit	
1) How did the school find the speaker? Was he/she recommended by a trustworthy person/organisation?	
2) Can the speaker provide references of other schools where he/she has spoken? What is the feedback from those referees?	
3) Will the visitor have unsupervised access to pupils? If so, please give details of how safeguarding will be ensured.	
4) If the visitor will NOT have unsupervised access to pupils, please give details of how they will be supervised/accompanied during the visit.	
5) Do they understand the purpose of their visit and any rules the school has in place?	
6) Has the content of their presentation been agreed upon and a copy of this (Powerpoint, Lesson/Content Plan etc)?	

### Headteacher's Assessment

Requirement	Tick if required	Date completed
DBS		
Photo ID		
School Signing in badge (with photo ID on, if possible) at all times		
Content of presentation		
Level of supervision	High Medium Low	
Headteacher comments relating to this visit.		

*Blank copies of this form are located in the reception area*



## Visiting Speakers' Agreement

At Unique Academy, we understand the importance of visitors and external agencies to enrich the experience of our students.

To safeguard our pupils, we expect all of our visitors / visiting speakers to read our Visitors Policy and to adhere to the statements below.

- Any messages communicated to students must support fundamental British values and our school values. The fundamental British Values are: **democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.**
- Any messages communicated to students must be consistent with the ethos of the school and must not marginalise any communities, groups or individuals.
- Any messages communicated to students must not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, culture or other ideologies.
- All visitors must be accompanied by a member of staff at all times and a senior member of staff will be present for all presentations/performances.
- Should the senior member of staff feel the message being given out does not align with the school's values, they will interrupt and could bring to a close the presentation/performance.
- Visitors should not have phones or cameras out whilst in the presence of students and should not take any photos or videos of students.
- Visitors should not have any social media contact with students through personal emails, personal mobile phones and social media.
- No gifts, including money, should be given out to students unless agreed beforehand with the Headteacher.
- Should visitors wish to hand out any cards or leaflets to students, these should be checked by the Headteacher beforehand.

I have read and agree to the above (Signature): \_\_\_\_\_

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

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

Visiting: \_\_\_\_\_



## Post Event Evaluation

To be completed by the staff member who invited the speaker and returned to the School administrator.

<b>Name of Speaker</b>					
<b>Date of Visit</b>					
<b>Year Group</b>					
<b>Reason for Visit</b>					
The speaker effectively communicated his/her subject of expertise	Strongly Agree	Agree	Neither Agree or disagree	Disagree	Strongly disagree
The speaker communicated at a level conducive to the pupils' learning	Strongly Agree	Agree	Neither Agree or disagree	Disagree	Strongly disagree
The speaker was engaging	Strongly Agree	Agree	Neither Agree or disagree	Disagree	Strongly disagree
Are any remedial actions needed following the speaker's visit? (e.g. views of the speaker need to be challenged without delay, invite a speaker from an opposing view to address pupils or present opposing view in class teaching)	Strongly Agree	Agree	Neither Agree or disagree	Disagree	Strongly disagree
would recommend this speaker for other classes/ visit again	Strongly Agree	Agree	Neither Agree or disagree	Disagree	Strongly disagree
Overall the presentation was	Excellent		Good	Fair	Poor
<b>Brief evaluation of how the event meets the needs of the pupils</b>					
<b>Headteacher received on (Date):</b>			<b>Headteachers Signature:</b>		
<b>Agreed follow-up date:</b>			<b>Teachers Signature:</b>		



## Trustee Monitoring Visit Report

An electronic form of this template can be accessed by clicking on the link

<https://forms.gle/wu6uMecHp5ajerfZ9>

Trustee Name:	Date:	Time:
Area of focus (Circle): 1. Quality of education, Curriculum, SMSC, Outcomes 2. Welfare, Health, Safety and Premises 3. Safeguarding, Mental Health, Wellbeing and Complaints 4. Suitability of Staff, Staff Performance, Staff Welfare 5. Finance, Resources and Risk Management 6. IT, Systems and Marketing		
<b>Part 1: Document review</b>		
List the documents you are reviewing and name of member of staff you are speaking to:		
Strengths and Why?:		
Areas for development:		
<b>Part 2: Meeting with the Headteacher</b>		
1) What is the school doing within this area? • Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where'		
Comments: <i>(Continue on a separate paper, if necessary)</i>		
2) How do you know the school's actions are having an impact? • Include specific evidence that demonstrates the positive impact the school is having in this area • Where a positive impact hasn't been made yet, note down why that is and what steps are being taken to make progress • Add any further evidence you'd like to see to help you make a better assessment of the impact		
Implications for strategic planning		
Monitoring Trustee Signature:		
Headteacher Signature:		



