



Visitors & Visiting Speakers:

Policy & Procedure 2023-2024

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**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

Visitors & Visiting Speakers' Policy & Procedures

This policy should be read with the following policies:

- Safeguarding and Child Protection Policy (including Prevent Policy)
- Keeping Children Safe in Education 2023 DfE

Introduction

Visitors are welcome to More House 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.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to "safeguard" all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Board and senior staff to ensure that this duty is uncompromised at all times. In performing this duty, the Governing Board recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the School site.

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 students 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 after School activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.);
- All Governors of the School;
- All parents/carers;
- All students;
- Education personnel (Local Authority staff, Inspectors);
- Building and Maintenance Contractors.

Responsibilities

The Head is the member of staff responsible for implementation, coordination and review of this procedure. This person will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Head.

Office Staff are the first point of contact for all visitors to the School, including visitors (those on the approved visitor list or not), agency staff, supply staff and contractors. They are responsible for carrying out duties as described in this policy. The Head of

Operations/DDSL will meet with all office staff annually to ensure that they understand their responsibilities.

Visitors to the School

Where possible permission should be granted by the Head before any visitor is asked to come into School. The Head 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 should be ready to produce formal identification where appropriate;
- A copy of the visitor's DBS may be required for inspection (but not where the employer has confirmed in writing that safeguarding checks are already in place);
- All visitors who are not on the 'approved list' will be asked to sign in using the visitor book, stating their name, organisation and who they are visiting and will be advised of fire evacuation procedures; they will need to read the safeguarding card issued on arrival and sign to confirm that they have been informed of our safeguarding procedures;
- Depending on the nature of their visit, visitors may be asked to read and sign to state that they understand the Visiting Speakers Agreement and have been made aware of the School's Confidentiality Policy (Appendix 1);
- All visitors will be required to wear a visitors lanyard which should be visible at all times;
- Visitors will be advised that the School has strict rules regarding the use of mobile phones, cameras and recording equipment: these must be turned off at all times and kept out of sight unless approval has been given for their use;
- Visitors will 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 at all times while they are on site;
- At no point should a visitor be left on their own with the students (if the visitor is meeting a member of staff) unless the visitor is a regular visitor and has been subject to relevant DBS, prohibition and disqualification clearance procedures and checks;
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in Hans Place;
- On departing the School, visitors should leave via reception, sign out using the visitor book and return their identification lanyard to reception.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the School site to undertake work within the School (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and this has been registered on the School's Central Record AND
- b) (where appropriate) a current clear DBS children's barred check has been undertaken AND

c) A letter has been received from the employer that pre-employment checks have been undertaken

All approved visitors receive safeguarding induction on their first visit to the School.

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception, sign in and collect their lanyard). A copy of the approved visitor list will be kept by reception at all times.

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. Children's health services professionals).

We will ensure all normal visitor policy requirements are followed. In addition, we will ensure:

- Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students;
- If a visitor has the relevant vetting checks (including the correct level of DBS clearance) in place, 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 the relevant vetting checks (including the correct level of DBS clearance) in place;
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

Use of External Agencies and Speakers

At More House 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 for our pupils.

Wherever possible we will use speakers from established companies, charities or other groups whose aims are well-documented;

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 ethos and values. 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 and sign to state that they understand the Visiting speakers agreement. (Appendix 1);

All staff will obtain formal approval from the Head or Head of Operations before inviting an external agency or speaker to the School. This will involve explaining the purpose of

the visit, how it fits with the curriculum and why the particular external agency or speaker has been chosen over other options. A proforma must be completed and submitted (see Appendix 2).

Prior to extending the invitation, we will undertake appropriate checks to ensure the suitability of the visitor which may include internet checks and checks of social media platforms and/or contacting other Schools where the person has spoken previously.

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 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, and
- Activities are matched to the needs of 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, 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.

The member of staff responsible for inviting the speaker will ensure that the speaker discusses with them the content of their talk/activity either prior to the event or on the day and time must be allowed for this.

After the presentation, an evaluation form will be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again (see Appendix 3).

Hosting Agencies and Speakers Online

Sometimes we will arrange for external agencies or speakers to work with our students online. The following points should be noted in this instance:

- All procedures outlined in this policy apply equally to online sessions;
- The need for a member of staff to be present (online) at all times should be observed;
- Online sessions must only be instigated by the School, using the School's IT systems, and
- All External Agencies and Speakers must read and sign to state that they understand the Visiting speakers agreement (Appendix 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 on the School site. If their presence within the School is legitimate they should then be escorted to reception to sign in using the visitor book and be issued with an identity label;

- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head should be informed immediately;
- The Head and/or members of the Senior Leadership Team 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 and Volunteers

- All Governors are vetted in line with the requirements of KCSIE (2023) and follow the procedures for approved visitors outlined above;
- New Governors will be made aware of the policy and procedures as part of their induction, and
- New volunteers will be asked to comply with this policy by staff they first report to when coming into School for an activity or class supporting role.

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 Head and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into School for an activity or class supporting role.

Staff Development

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

Appendix 1: More House School Visiting Speakers Agreement/Visitors Agreement

At More House School we understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our children we expect all visiting speakers to read and adhere to the statements 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;
- Presentations/talks/other activities will be brought to an early end if the content is judged to be unsuitable;
- 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 students;
- I have been made aware of the Confidentiality Policy and agree to work within its limits when interacting with students;
- I have been made aware of the RSE Policy and agree to work within its limits when interacting with students;
- I have been made aware of the E-safety Policy and agree to work within its limits when interacting with students;
- Visitors will also be accompanied by a member of staff at all times;
- The use of mobile phones is expressly forbidden on School premises and all phones must be turned off and kept out of sight;
- The use of cameras or recorders is expressly forbidden unless by prior agreement and in accordance with the agreed usage.

*democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

By signing I agree to adhere to the statements above.

Name:.....

Signature:..... Date.....

Appendix 2: Visiting Speaker And External Agency Request Form

Purpose of request (to include how the visit fits with the curriculum and how the children will benefit)

- Make sure that any speakers and resources meet the intended outcome of the relevant part of the curriculum;
- Review any case study materials and look for feedback from other people the agency has worked with;
- Be clear on:
 - What they're going to say, and
 - Their position on the issues to be discussed;

Name of Visitor / External Agency Proposed Date of Visit:

Name:

Date:

Contact details:

Safeguarding Searches Undertaken (may include internet searches including social media platforms and contact with other Schools where the person has spoken previously), addressing anything that may be of concern to us, or to parents or carers.
Please outline below:

Copy of presentation received and checked for appropriate content Y/N

Copy of [RSE Policy](#), [E-safety Policy](#) and [Confidentiality Policy](#) sent Y/N

Once completed, this form should be given to the Head of Operations and then held in the relevant Google Shared Drive for future reference

Risk Assessment (if DBS not available)

- Visitor is not left unsupervised at any point: (details):

- Other safeguarding checks undertaken: (details):

To be completed by the DSL/DDSL:

Approval of Head received (if appropriate):

Confirmation of appropriate DBS requested/received:

**NB: A MEMBER OF THE SCHOOL TEACHING STAFF MUST BE PRESENT AT ALL TIMES
DURING PRESENTATIONS GIVEN BY VISITING SPEAKERS/PROFESSIONALS**

Appendix 3: Visitor Speaker Evaluation Form

Name of Visitor and External Agency (if relevant):.....

Date of Visit:.....

Purpose of Visit:

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Brief Comments on the Value and Quality of the Talk / Presentation / Activity

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Note any Contentious Comments/Material

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Is the Visitor Suitable for Booking again in the Future?

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Once completed, this form should be given to the Head of Operations and then held in the Visitor Records File for future reference

Appendix 4: More House School Visiting Speakers Agreement/Visitors Agreement During School Closure

At More House 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 statements 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;
- Presentations/talks/other activities will be brought to an early end if the content is judged to be unsuitable;
- 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 students;
- The use of cameras or recorders is expressly forbidden unless by prior agreement and in accordance with the agreed usage;
- During lessons/talks/lectures conducted via Google Meet* I will only use technology for School purposes;
- I will be responsible for my behaviour and actions when using technology; this includes the resources that I access and the language that I use;
- I will not record or take photos of students during a face to face session;
- I understand that all use of School online systems can be monitored using filtering software.

*When using Google Meet, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom on the School site. This includes:

- Video conferencing from an environment that is quiet, safe and free from distractions. This should not be your bedroom and preferably there should be neutral background;
- Being dressed appropriately for learning;
- I understand that Google Meets will be set up by a member of the School staff who will be present throughout the session.

By signing I agree to adhere to the statements above.

Name:.....

Signature:..... Date.....