



Policy No: 14.27

**APPLEFORD SCHOOL**  
**VISITORS' AND VISITING SPEAKER POLICY**  
This policy applies to the whole school, including boarding

This policy, which applies to the whole school, is publicly available on the school website and on request; a copy (**which can be made available in large print or other accessible format if required**) may be obtained from the School Office.

**Applies to:**

- All visitors and volunteers working in the School

**Available from:**

This Policy can be viewed in the School office, or on the School website, or an electronic copy or hard copy can be requested from the School Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headmistress.
- The Headmistress and Proprietor undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Dr Peter Gardner  
Proprietor

Mrs Fiona Filkins  
Headmistress

Date: September 2022

Review Date: September 2023

Appleford School receives visitors for many different reasons on a daily basis however, difficulties may arise with visitors who are not accustomed to Schools and in order to match expectations for the purpose of compliance, it is necessary to follow the guidelines in this policy.

All visitors should report to the School Reception during official school working hours (0815-1715 hrs) where they will sign the visitors' book. Where possible, the School Receptionist should be informed in advance of the date and name of the visitor. The request for evidence of identification can be made prior to a visitor entering the school. Otherwise the identity is produced at the time of arrival.

A decision will be made whether the visitor should be on the site accompanied or unaccompanied and the appropriate visitor badge issued (red lanyard shows that the visitor should never be unaccompanied / green lanyard shows the person is a visitor, but is able to be alone with a child (ie visiting assessors) / yellow lanyard shows that the visitor is a Reader or Scribe at Appleford and is able to be alone with a child.)

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Visitors must always sign in and out at the Reception desk. Contractors wear a red lanyard and will be accompanied at all times during term time. Coloured lanyard and badge must be worn for the duration of the visitor's stay, and should be worn in a prominent position on their clothing.

The criteria for whether a person is accompanied or not is whether they have a valid Enhanced DBS clearance which they can show at reception. A barred list check can also be made at that time. If this is not possible, a visitor should be escorted around the School site at all times and must not have unsupervised access to pupils. The staff member accompanying the visitor will remain in the visitor's company until he/she has signed out at reception and left the premises.

On signing in, visitors are given a 'Guidance for adults visiting or working at Appleford School' leaflet, containing the school map, safeguarding, first aid, child protection and fire alarm and evacuation procedures. The visitor is notified if the school is expecting a fire alarm and verbally informed of where the fire assembly muster point is.

Visitors out of school hours make contact with relevant Houseparents. On arrival they are met at the entrance to the boarding house and are supervised at all times on site (as above).

**Unknown/Uninvited Visitors:** Any visitor who is not wearing an identity badge, or whose badge is not visible, should be challenged politely to enquire after their identity and their business at the school. Should a visitor fail to answer satisfactorily and/or produce an identity badge, the nearest member of staff is to be notified, and must contact a member of the Senior Leadership Team as a matter of priority. The unknown visitor should then be escorted off the premises.

In the event that an unknown/uninvited visitor refuses to comply, the Headmistress should be informed immediately and decide whether or not it is necessary to inform the police. If an unknown/uninvited visitor becomes aggressive or abusive, then the above procedures apply, and police assistance is to be called for immediately.

**Visiting Speakers Policy (Procedures and Protocols) in compliance with the Prevent Duty Guidance (currently in force):** The purpose of this policy is to set out the School's legal obligations with regard to Visiting Speakers and the standards of behaviour required of them. Along with the School's wider safeguarding obligations, the School policy has regard to the Government's Revised Prevent Duty guidance: for England and Wales: HM Government: updated 1st April 2021 as amended and currently in force guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) which requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or student, are suitable and appropriately supervised.

At times we are able to utilize visitors to the School as an educational resource. We value their contribution and welcome the opportunity to draw upon the wider community and to benefit from the unique contributions that can be made to the knowledge, understanding and experience of our pupils.

Visiting speakers are subject to Safer Recruitment checks as well as appropriate internet searches, (Please see our Safer Recruitment Policy for more details). When a visiting speaker visits Appleford, they are required to provide two forms of ID (one of which needs to be photographic) and are asked to sign in at the Reception Desk and will be supervised throughout their visit.

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If a visiting speaker is in a regulated activity, such as giving a talk in a lesson, then a barred list check will be made for this purpose. The visitor's full name and date of birth is required.

Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value for themselves, and that the information is aligned to the ethos and values of Appleford and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. A member of the School staff will be present during any visit and will monitor the talk/presentation to ensure it aligns with the values of Appleford. In the unlikely event that the talk/presentation does not meet with the requirements the school will interrupt and/or stop the presentation.

#### **The Protocols for visiting speakers are:**

- All visiting speakers to have a nominated point of contact at the school (the organiser).
- The organiser at school must complete the '**Request for Visiting Speakers**' Form (Appendix A), well in advance of the visit. This should be authorised by the Headmistress in advance of the visit. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.
- The organiser must send a copy of the '**Agreement and Guidelines for Visiting Speakers**' (Appendix B) template to the speaker in advance of their visit, which must be returned to the organiser before the presentation to pupils.
- The organiser must conduct research on the person / organisation to establish whether they have demonstrated extreme views/actions and are deemed appropriate more broadly. Any evidence of this research should be submitted to the Headmistress along with the Agreement and Guidelines for Visiting Speakers Form.
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person / organisation in writing.
- A formal register of all visiting speakers will be kept in 'Visiting Speakers' folder in 'Staff Room' drive. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visitors to provide ID upon arrival at School, the organiser should check this and verify the speaker's identity.
- The visiting speaker must sign in at Reception where they will be issued with a visitor's badge which they must wear throughout their visit. Before leaving the site, the visiting speaker will be required to sign out at the school's reception.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk / presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and / or stop a presentation.
- The organiser will conduct a post-evaluation of how the visit met with the needs of the pupils.

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**Request for Visiting Speaker:**

This form must be completed and given to your Line Manager for approval / signature that then to the Headmistress for signature / approval of booking for visiting speaker.

Talk / Presentation title:	
Year group(s) involved:	
Purpose of talk / presentation:	
Name of Visiting Speaker:	
Organisation (if applicable):	
Date of proposed visit:	
Time of proposed visit:	
Cost involved:	
Appleford member of staff (organiser) arranging this Visiting Speaker:	
Appleford member of staff responsible for Speaker's supervision:	

Line Manager's name (printed):	
Line Manager's signature:	
Date:	

Headmistress' signature:	
Date:	

## **Agreement and Guidelines for Visiting Speakers**

**ORGANISER: Please remember to ask the speaker to sign this form on the day of their visit. Then upload it to the 'Visiting Speakers' folder in 'Staff Room' drive, in the appropriate section.**

Appleford School is committed to safeguarding and promoting the welfare of its pupils and expects all staff, volunteers and visiting speakers to share in this commitment.

The visiting speaker agrees as per the Prevent Guidance to the following terms and conditions:

- The Presentation must be appropriate to the age and maturity level of the pupils' audience.
- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any act of terrorism including individuals, groups and organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmistress.
- Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

**I have read these guidelines and agree to abide by them.**

Visiting Speaker's name (printed):	
Visiting Speaker's signature:	
Date:	