

Visitor & Visiting Speakers Policy



INTRODUCTION

Visitors are welcome to Azhar Academy Primary and Secondary School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils 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 children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Azhar Academy Primary and Secondary 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 the admittance of external visitors to the school which is understood by all staff, the proprietor, visitors and parents and conform to child protection guidelines.

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.

This 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.)
- The proprietor of the school
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Azhar Academy Primary & Secondary School

VISITORS INVITED TO THE SCHOOL

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school.

- All visitors will be introduced to a member of the office staff and be asked to sign into the Visitors book.

- A member of the office staff will issue each visitor with a visitors badge (with fire evacuation map on the back in case of emergency) and visitors leaflet containing important safeguarding, health and safety, fire information.
- A member of the office staff will also provide the visitor with a copy of the 'Visitors Safeguarding Guidance' booklet and a 'Visiting Speakers Agreement'(Appendix 1) where appropriate.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be escorted to their 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 while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the school office, sign out of the visitor's book and return their visitors badge.

VISITORS WHOSE PURPOSE IS TO WORK WITH PUPILS IN SOME CAPACITY:

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one to one basis (e.g. Children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.
- If a visitor has DBS clearance they may work with pupils unaccompanied. At times this may be teaching a class or a one to one meeting. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' agreement.

USE OF EXTERNAL AGENCIES & SPEAKERS

At Azhar Academy Primary & Secondary School we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

The Office Manager is in charge of coordinating and vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity 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 values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' (see appendix 1).

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 2).

After the presentation a post event evaluation will be completed (appendix 3) which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils 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 pupils.

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

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

UNKNOWN/UNINVITED VISITORS TO SCHOOL

Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to the school office to sign in using the visitors book and be issued with a visitor's badge.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher immediately informed.

The Headteacher and/or members of the senior management team will consider the situation and decide if 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.

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.

Review Date: September 2022

Next Review Date: September 2025

APPENDIX 1

Azhar Academy Visiting Speakers Agreement

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils 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.
- Activities are matched to the needs of pupils.
- Visitors will also be accompanied by a member of staff at all times.



**RISK ASSESSMENT FOR
VISITING SPEAKERS/EVENTS**



Name of the Event and Speaker
Date of the Event
Nature of Event (talk, demonstration to the children, interactive learning etc)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to
Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement
Sign and date to confirm that the Office has been informed of the Speaker in order that they can be added to the School diary

Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises

Agreed by the Headteacher

Date



**POST EVENT/TRAINING
EVALUATION FORM**



Name of event: _____

Name of Presenter/Trainer: _____

Date of event: _____

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I found the presenter/trainer knowledgeable about the event					
The material covered was relevant					
preparation and delivery of material was effective.					
The session was interactive					
I would tell others about this event/organisation					
The technology delivery system was effective					
The session length was suitable for the subject					
It was an effective use of my time					

Any Additional Comments:

APPENDIX 4 – VISITOR LEAFLET BELOW

ON ARRIVAL

Please ensure that you sign in at the office (and out again) and wear your visitors' badge at all times whilst on the premises.

Please ensure that you shut doors behind you. You will be escorted by a staff member at all times whilst on our premises.

Mobile Phones: to protect our children, please do not have your phone out or use it during your time at our school. If this is an issue, please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our school.

Child Protection: Our children are frequently reminded about personal safety and child protection issues. If staff or children approach you, please confirm you are visiting the school and show them your Visitors badge.

Do not leave equipment unattended.

SECURITY

Visitors are not permitted to enter the school unless escorted by a member of staff or by prior arrangement.

Staff have the right, and are encouraged, to question anyone on the school premises who they do not recognise.

RESPECT & KINDNESS

Visitors can expect to be treated with respect by our staff; in turn we ask that you be polite and respectful whilst on our premises.

Anyone behaving in an aggressive or disrespectful manner will be asked to leave immediately. Persistent offenders will be banned from the premises.



DBS DISCLOSURE

If you will be working unsupervised with any children, you must have an enhanced Disclosure and Barring Service check. Application details are available from the school office and you will need to provide proof of photo identity e.g. passport, driving license and a current utility bill. No volunteer must undertake to work with children unsupervised before this check is complete.

CONFIDENTIALITY

Confidentiality should be maintained at all times. Please read the Confidentiality Policy available at the school and sign and return the Confidentiality Agreement.

SAFEGUARDING

Our children's safety is paramount. Should you have a concern about a child or learn of any information that relates to a welfare or child protection issue, then this must be discussed with the class teacher or Headteacher as soon as possible.

HEALTH & SAFETY

For any Health & Safety queries, please speak to the Office Manager.

EMERGENCY EVACUATION PROCEDURES

The main alarm is a continuous bell. Upon hearing it, you must leave the building by the nearest and safest exit and report to a member of staff at the front of the school, near the pub.

- Do not re-enter the building until instructed to do so.
- Do not try to go to your car or leave the premises as this may hamper the access of the emergency services.
- Do not stop to collect your belongings.

FIRE EVACUATION

If you discover a fire: operate the nearest fire alarm call point.

Evacuate the building: using the nearest available exit, shutting all doors as you leave, and go to Assembly point.

Teachers will carry out the roll call.
Fire wardens: will check the building is empty and that everyone is accounted for.

Hot drinks are to be consumed in the staff room only - NO hot drinks are to be carried around school.

GENERAL INFORMATION

By signing the visitor register, you are agreeing to abide by our school policies including those on Acceptable Use of Information Technology & Mobile Phones and Child protection & Safeguarding.

CAR PARKING



AAGS is located in a CPS zone, which only allows parking for local residents. For further information, speak to the office staff.

TOILETS

The adult toilet is located on the ground floor near the school office.



Tel: 0203 327 1150

email: girls.school@azharacademy.org

VISITORS GUIDELINES

Welcome to our school

We hope that you find this pack informative and useful. Should you have any further questions, please do not hesitate to speak to a member of staff.

AAGS recognises and promotes their responsibilities for child protection and health & safety.