



## Visitors to School (including Guest Speakers) Policy

|                       |                      |
|-----------------------|----------------------|
| <b>Date Published</b> | <b>February 2022</b> |
| <b>Version</b>        | <b>3</b>             |
| <b>Approved Date</b>  | <b>March 2025</b>    |
| <b>Review Cycle</b>   | <b>Annual</b>        |
| <b>Review Date</b>    | <b>March 2026</b>    |

An academy within:



“Learning together; to be the best we can be”

# 1. Introduction

- 1.1. We all have a duty of care for the wellbeing and welfare of our pupils.
- 1.2. Coppice School promotes partnerships with a wide range of multi-agency workers, other schools and professional colleagues. The school requests that every visitor follows the same procedures to ensure the safeguarding of its children, young people, staff and themselves.
- 1.3. Many of the people that visit our school do so by appointment. There are many professionals that the school works with on a regular basis, who are recognised by both staff and pupils, that may work or move around school unsupervised. Other visitors will require a higher level of supervision by a member of school staff and they will not be left in a one to one situation with any pupil.
- 1.4. Visitors that are due to work with school on a regular or long-term basis will be asked to provide evidence of a Disclosure and Barring Service (DBS) check. Until this is supplied they will not work unsupervised with students. Those that currently work with the school on a regular basis have been asked to provide evidence of a DBS check either directly, or via their employer.

# 2. Rationale

- 2.1. It is the responsibility of the school to ensure the safety of all pupils and staff. During any school day there are many people who visit the school and it is essential that there are procedures in place to ensure that the school knows who is on the premises at any time and that these people are immediately recognisable for the protection of the pupils, staff and visitors themselves.
- 2.2. A visitor is defined as any person seeking to enter a school building during school hours who is not an employee of the school/Trust or a pupil currently enrolled in that building.

## 3. Objectives

3.1. The objectives of this policy are:

- To safeguard children and staff from harm;
- To prevent unauthorised persons from entering school;
- To make visitors welcome;
- To ensure that visitors are monitored and checked during their time in school;
- To be able to account for, and locate, visitors at all times.

## 4. Strategies

4.1. External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.

4.2. All visitors will report to the school reception desk where they will be welcomed and asked for their details/identification. They will also be asked for the name of the person they need to see.

4.3. Visitors must sign-in on the school system and sign out as they leave.

4.4. Identification badges must be worn visibly at all times following the school's colour coded lanyard system relating to contractors, visitors & trustees.

4.5. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to the exit to sign out at the end of their visit.

4.6. Visitors will be accompanied, or supervised, during the whole of their time in school unless they hold a current DBS which has been checked.

4.7. The office team will be responsible for workers, and trades people, during their time in school. They must show proof of identity/DBS to the office. We do have some regular trades people who we have checked their DBS and they will be allowed on site unaccompanied once we are certain their DBS is current/valid.

- 4.8. The Headteacher must be informed immediately if members of the police, fire service, Trust, Ofsted, or other official bodies, arrive at school unexpectedly.
- 4.9. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously and without a coloured lanyard. This stranger must be reported to SLT immediately.
- 4.10. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the police should be summoned to remove them.
- 4.11. Contractors/ workmen will be accompanied on site between the hours of 8.45 and 3.00 unless they hold a current DBS that has been checked & verified by school staff. Contractors will also be added to our Single Central Record and their ID photocopied/scanned. In case of emergency a member of staff will accompany any contractors.
- 4.12. Families may visit school for a number of reasons. The short term nature of these visits does not require a DBS check. However, if a parent visits school on a voluntary basis for more than 3 occurrences in 30 days, they will require a DBS check and should not be left unsupervised with students and will preferably not be placed in their own child's class.
- 4.13. Students from other schools that work with our school do not need to be DBS checked if they are under the age of 16. Students from 6<sup>th</sup> form colleges or universities will be asked to have a DBS check in place by their education provider; however, if the student struggles with this the school will process a DBS check for them. All DBS information is kept on the Trust Single Central Record.

## 5. Guest Speakers

### Statement of intent

- 5.1. Coppice School believes in encouraging the use of guest speakers and external agencies to enrich the learning experience of its pupils. However, the school actively scrutinises speakers and agencies to ensure that they

do not contradict the ethos of the school or conflict with the legal framework outlined in the Prevent duty.

- 5.1.1. Coppice School fully supports freedom of speech and is aware of the broad range of views and ideas that are needed in the course of a pupil's development. Coppice School will endeavour to provide pupils with a balanced view of events, ideas and beliefs.

### Legal framework

- 5.2. This policy has due regard to the following legislation and guidance, including, but not limited to the:

#### Legislation

Children Act 2004

Education Act 2011

#### Guidance

DfE 'Keeping children safe in education'

DfE (2013) 'Tackling extremism in the UK: report by the Extremism Taskforce'

GOV.uk (2021) 'Revised Prevent duty guidance: for England and Wales.'

Prevent Strategy December 2023

- 5.2.1. This policy will be implemented in conjunction with the school's Child Protection and Safeguarding Policy.

### Ethos

- 5.3. Coppice School does not tolerate any person who intentionally or unintentionally demeans individuals and groups defined by their ethnicity, race, religion, sexuality, gender, disability, age or lawful working practices.

- 5.3.1. Coppice School does not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear, harassment, intimidation or violence.
- 5.3.2. Coppice School does not accept the use of offensive or intolerant language by guest speakers.
- 5.3.3. Coppice School values freedom of speech and opinion, but recognises that, in the interest of the whole learning community, this must exist within formal guidelines.
- 5.3.4. Coppice School recognises that extremism and exposure to extremist beliefs can lead to poorer outcomes for pupils. The school aims to use the power of education to counteract extremism through the promotion of British values, such as tolerance and freedom of speech.
- 5.3.5. Coppice School is aware that pupils may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff have been trained to deal with these instances appropriately and proportionally.

#### Assessing suitability

- 5.4. According to the Prevent duty, schools have a due regard to prevent people from being drawn into terrorism; this includes violent and non-violent extremism, which can create an atmosphere conducive to terrorism, and can popularise views which terrorists exploit.
  - 5.4.1. The school is a safe space where children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideologies.
  - 5.4.2. Before inviting an external agency or guest speaker, the school conducts background research into the relevant parties, ensuring that:
    - Any messages communicated to pupils support British values.
    - Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism.
    - The group or person is not attempting to narrow the views of pupils through extreme or narrow views of faith, religion, culture or ideology.

- The subject matters being raised are appropriate for the specific age group.
- 5.4.3. All members of staff actively attempt to strengthen pupils' abilities to engage in informed debate. The school believes that the best way to combat extremism and intolerance is to empower pupils to challenge these views in an active and constructive manner.
- 5.4.4. The Headteacher makes the final decision as to the suitability of any guest speaker or external group.
- 5.4.5. The Headteacher has the right to request a transcript from the speaker prior to any speech being made.
- 5.4.6. Other than safeguarding issues, there are a number of other factors that are considered when evaluating the suitability of a guest speaker or external group. The school considers whether or not:
- The visit will add value to the pupils' learning experiences.
  - The speaker or group has the expertise in the subject they are delivering.
  - The planned activities meet the health and safety guidelines.
  - The individual or group has the required DBS checks, depending on their involvement with the pupils and if it is unsupervised.
  - The overall quality and professionalism in complying with the schools visitor's regulations.
- 5.4.7. Relevant references have been provided and checked.
- 5.4.8. Before the visit, a full risk assessment is carried out and submitted to the Headteacher.

#### During the visit

- 5.5. Guest speakers are made aware that their speech may be recorded or filmed.
- 5.5.1. No recordings or videos are made public unless written permission is granted by the speaker.

- 5.5.2. The Headteacher or a senior member of staff is present during the speech or group activity, to oversee that the relevant guidelines are followed.
- 5.5.3. Intervention is considered if the member of staff feels it is necessary.
- 5.5.4. Any reasons for intervention are recorded for future reference.

### Balanced presentation

5.6. Improving the spiritual, moral, social and cultural (SMSC) development at the school offers a balanced presentation of opposing views. This is applicable when a guest speaker is expressing overtly political or partisan views.

5.6.1. Coppice School ensures a balanced approach through:

- Discussions in class.
- Presentations by staff.
- Extra-curricular activities.
- Assigning homework to pupils if this is appropriate & suitable.
- Other methods deemed appropriate by the Headteacher.

5.6.2. The final decision as to whether the subsequent learning activities carried out after the visits have been balanced will be made by the Headteacher.

5.6.3. 'Partisan views' are defined as a one-sided political viewpoint.

5.6.4. 'Political views' are defined as ideas expressed:

5.6.5. To further the interests of a particular political party.

5.6.6. To procure changes to the laws of this or another country.

5.6.7. To procure the reversal of government policy or particular decisions of governmental authorities in this or another country.