

Introduction

Visitors are warmly welcomed and encouraged in our schools. We recognise that they make a valuable contribution to the life and work of the schools in many different ways. It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. This document establishes 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 our child safeguarding guidelines.

Values

Equity based - Through being equitable in our work, all children and staff will have equal access to their rights and, regardless of background, all will be equally respected.

Aspirational- All of our children have the right to a holistic world class education. All our work aims to ensure that every child can make progress and achieve well in every aspect of their education.

Child centred - Children are at the heart of every decision and activity. Their voices are actively sought and listened to. They play a lead role in shaping their education.

Collaborative - Our schools aim to be central to the communities they serve. As such, we look for opportunities to give voice to and work in partnership with all stakeholders of the schools.

Vetting

We encourage members of staff to use external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We must 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 Trust's values and ethos. We must be aware that in some instances the work of the visitor 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.

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 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
- 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

We recognise, however, that part of 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 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.

Visitors- general procedures

- Permission should be granted by the Leadership Team before any visitor is asked to come into school. 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 and sign in- they must not enter the school via any other entrance. An appropriate lanyard should be provided once ID check completed.
- Visitors will then 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 while they are on site.
- At no point should a visitor be left on their own with children unless appropriately vetted and checked (e.g. social care or NHS staff)
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out and return their lanyard to reception.

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/ workshop (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 services or health professionals.)
- Staff should ensure all normal visitor procedure requirements are followed.
 - 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 or escorting by pupils around the building. If a visitor has DBS clearance 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 DBS clearance.

Statement on Teaching Political Issues

Educate Together schools aim to enable children to grow into socially responsible citizens, aware of their natural, political and social environments; how our actions impact on the world around us; how changes are made; how to make their voices heard and how they can have an active role in positive change.

We actively encourage anti-discriminatory views and practices and talk openly with children about the barriers faced by a range of people in an ever-changing world and how we can work together for greater equity, in school and more widely.

In this context, we believe it is important for children to be aware of politically contentious issues and to have a balanced representation of different views. We will not expose them to material which incites hatred or violence.

We place a strong emphasis in all our schools on Children's Rights and Pupil Voice and encourage and enable children to take an active campaigning role on issues they feel strongly about, within school and more widely.

We teach children about democracy and how it works and will work with our elected representatives (councillors, Mayors and MPs) to help them understand local and national democracy. During elections or public campaigns, we will ensure balanced representation of views so children can develop informed views.