

Policy Name	Visitors Policy & Visiting Speaker's Policy
Policy Number	POL016
Date of Issue	8 February 2019
Author	Mrs A Beardmore
Reviewed by	Mrs R McNeil
Date of next review	February 2025

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
February 2022	Mrs R McNeil	Updated lanyard colours and DBS to be enhanced	February 2022
February 2024	Mrs R McNeil	Reviewed no changes	

1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead.

2. Purpose of the policy

This policy is to welcome and encourage visitors to Landau Forte Academy Moorhead. Visitors make a contribution to the life and work of the academy in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the academy's responsibility, however, to ensure that the security and welfare of its students are not compromised at any time. The academy is equally responsible to the whole academy community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children under this academy's responsibility both during academy time and in extra-curricular activities which are arranged by the academy. The ultimate aim is to ensure the students of Landau Forte Academy Moorhead can learn and enjoy external speakers and 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 (especially visiting speakers) to the academy which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines.

The academy is deemed to have control and responsibility for its students anywhere on the academy site, before, during and after school and on academy organised (and supervised) off-site activities.

The visitors and visiting speakers policy applies to:

- All teaching and non-teaching staff employed by the academy
- All external visitors entering the academy site during the academy day or after academy activities (including peripatetic tutors, sport coaches, and topic related visitors and speakers e.g. business people, authors, artists etc.)
- All governors of the academy
- All parents/carers
- All students
- Education personnel (Peer Reviewers and Inspectors)
- Building and Maintenance Contractors

3. Policy Detail

Visitors Invited to the Academy

Permission should be granted by the Head of School before any visitor is asked to come into academy. The Head of School 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. The content of material to be used by the visiting speaker should be sent in advance to the academy

- All visitors must report to reception first-they must not enter the academy 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.
- If a visitor has a current enhanced DBS, details will be taken for the DBC register.
- All visitors will be asked to sign in.
- All visitors will be required to wear a lanyard. Red – to be escorted at all times. Green Enhanced DBS details provided
- 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 (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground/ main entrance whichever is nearest.
- On departing the academy, visitors should leave via reception, sign out and return their identification label 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 (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 policy requirements are followed.
- Any visitor who is not enhanced 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 students around the building.
- If a visitor has enhanced 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 academy must have enhanced DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

USE OF EXTERNAL AGENCIES AND SPEAKERS

- At any Landau Forte Academy Moorhead 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.



Date	February 2019
Change Made	Version 2.0
Made By	Mrs R McNeil

- 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 academy's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the academy curriculum so we need to ensure that this work is of benefit to our students.

All External Agencies and Speakers must read and sign the Visiting speakers agreement, (Appendix 1) and the register of visiting speakers (appendix 2) must be completed. Landau Forte Academy Moorhead 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 academy values.
- Any messages communicated to students are consistent with the ethos of the academy 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
- All materials to be used by visiting speakers are shared with the academy and should be sent to the Head of School via the office administrator hhasall@lfadm.org.uk in good time before the agreed event. (A ten day requirement for speakers not known to the academy).
- The academy can reserve its right to prevent any Visiting speaking event from taking place.

We recognise, however, that the ethos of our academy 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 – without being exposed to extremist or radical thoughts or words.

UNKNOWN/UNINVITED VISITORS TO THE ACADEMY

- Any visitor to the academy site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the academy site.
- They should then be escorted to reception to sign in using the Signing in 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 of School should be informed immediately.

- The Head of School 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 academy grounds, police assistance will be called for.

GOVERNORS

- All governors have DBS clearance.
- Governors should wear their ID lanyard at all times.
- Governors should sign in and out using the Signing in book system.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

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 Landau Forte Academy Moorhead Visiting Speakers Agreement

At the Landau Forte Academy Moorhead we understand that visiting speakers and external agencies 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 academy values.
- Any messages communicated to students are consistent with the ethos of the academy 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.
- Any materials (visual, written and media) to be used during the visit will be shared with the academy at least ten working days prior to the speaking event.
- Activities are matched to the needs of students
- Visitors will also be accompanied by a member of staff at all times.

The academy reserves the right to cancel any visiting speaker arrangement at any time. The academy will keep a register of visiting speakers indicating the level of risk the event poses and how this risk is to be minimised.

Name of visiting speaker: _____

Date of proposed visit: _____

Year Group: _____ No of students: _____

Member of staff responsible: _____

Topic to be covered: _____

Material to be used should be sent electronically to _____ by dd/mm/yyyy

As a visiting speaker, I agree to comply with the policy of the Landau Forte Academy Moorhead

_____ (signed) _____ (date)

As the member of staff in charge of this event, I agree to comply with the policy of the Landau Forte Academy Moorhead

_____ (signed) _____ (date)

As the Head of School (or her representative), I authorise this visiting speaker event to take place and I confirm that academy has in place arrangements to monitor and vet the content

_____ (signed) _____ (date)

Appendix 2:
Register of Visiting Speakers for Landau Forte Academy Moorhead

Date of event	Speaker's name	Date approval given	Approval given by (initials)	Materials and topic seen prior to event Y/N	Risk Level High/medium/Low	Monitoring by (initials)	Invite /use again Y/N

Date	
Change Made	

Made By

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