



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

King Edward VI High School for Girls

Visitor and Visiting Speaker Policy

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VISITOR AND VISITING SPEAKER POLICY

RATIONALE

Visitors are welcome to King Edward VI High School for Girls. They 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 its pupils is not compromised at any time.

VISITORS INVITED TO THE SCHOOL

Any member of staff who wishes to invite a visitor to the school is asked to inform the Receptionist of the purpose and intended date and time of the visit in writing/email. They should name each invitee and state who will be responsible for collecting the visitor(s) from Reception.

If the visitor will address or work with pupils then the member of staff should also complete the checklist in Appendix 1 and submit it to the DSL (Senior Deputy Head). If the speaker has not addressed pupils at KEHS before, the checklist should be submitted and approval obtained from the DSL **before** the speaker is approached.

All external agencies and speakers are requested to read and comply with the Visiting Speaker's Agreement (Appendix 2). This makes clear that any messages communicated to students must not undermine fundamental British Values and the ethos of the school and that activities must be appropriate to the age and needs of the students. The school will obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit the speaker to attend the school.

All visitors should use the central entrance and report to the school reception.

- At reception, all visitors should confirm who has invited them.
- Visitors should be ready to produce formal photo identification¹ where appropriate².
- All visitors will be required to sign in and wear a visitor's badge.
- The point of contact will be asked to come to reception to welcome their visitor. The contact will then be responsible for the visitor while they are on site.
- Visitors must be accompanied at all times by a member of staff unless they have the appropriate clearance **which has been approved in advance by the Head's PA, HR Manager or DSL.**
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point by a member of staff.
- On departing the school, visitors should leave via main reception, sign out and return their visitor's badge to reception.

¹ Acceptable forms of photo ID include a driving licence, bus pass, passport or employer's ID badge. The Receptionist will check that the photo ID is a fair likeness of the visitor and will make a written record of the documentation she has seen.

² Current/prospective KEHS parents who are meeting with a member of staff and not addressing pupils will not be asked for photo ID. Repeat visitors will be asked for photo ID on their first visit only.

Old Edwardians and Former Members of Staff

We welcome Old Edwardians and former members of staff back to KEHS and are always keen to hear their stories and learn from their experiences. Old Edwardians and former members of staff are asked to contact members of staff, or the Development Office, in advance, in order that we can ensure the colleagues they wish to meet will be available when they visit. Former students are asked to contact the member of staff concerned in advance of the visit; that member of staff will be responsible for notifying the receptionist of the planned visit and ensuring appropriate supervision. The Director of Sixth Form outlines this procedure to the Sixth Form before they leave their Upper Sixth year.

CONTRACTORS

DBS information is requested for new contractors before they start work with us. All contractors on site either provide the DBS numbers or a letter, all of which are filed by Shauna McConnell in the Facilities team. Contractors sign at reception and are requested to provide photo identification and then are transferred to the porters lodge, where the contractor is issued with a specific contractor pass, which has a yellow lanyard. The contractor is then talked through our induction sheet, which they then sign.

We do have some contractors we work with who have not got enhanced DBS; these contractors mainly work in the school in holiday periods. If, in exceptional circumstances, these contractors do have to come in whilst pupils are in school, they are chaperoned by the Porters or Estates and Facilities Manager at all times.

UNKNOWN/ UNINVITED VISITORS TO THE SCHOOL

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign in 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 Head of School and Head Porter should be informed immediately.
- The Head and/or members of the 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 be warned that if they fail to leave the school grounds, police assistance will be requested.

Appendix 1: Checking Visiting Speakers

Please complete and pass to the DSL as far in advance of the event as possible. If the speaker has not addressed pupils at KEHS before, submit the first page and obtain approval **before** carrying out the steps overleaf and finalising arrangements with the speaker.

	Checking Procedures	Notes
1	<p>Speaker's Name:</p> <p>Proposed Dates, Times and Audiences:</p> <p>Title/theme of presentation:</p>	
2	<p>Has the speaker spoken at KEHS within the last 2 years?</p> <p>If yes: When? Who organised it? Were there any concerns? Move to question 5.</p> <p>If no: Move to question 3.</p>	
3	<p>How did you find the speaker? (E.g. was s/he recommended?)</p> <p>If you have her/his CV or similar, please attach to this form.</p>	
4	<p>You must carry out an internet search*</p> <p>Does your search raise any concerns?</p> <p>If yes, give details.</p> <p><i>*Note: Birmingham Safeguarding Children Partnership recommends you use two different search engines and look beyond the first page of results. Where possible, find primary source information (e.g. a group's manifesto; YouTube videos of a person speaking; an individual's personal writing on their Facebook, twitter page or blog).</i></p>	Yes/No (delete as appropriate)
5	<p>Can you confirm that the speaker will be constantly supervised?</p>	

Completed by: _____ Date: _____

Approval by DSL: _____ Date: _____

The member of staff arranging the event should complete the steps below **before the event takes place**:

- a) Discuss the content of the presentation with the speaker

Please tick when completed:

- b) Give the speaker the Visiting Speaker's Agreement (Appendix 2) and check that they agree to comply by it. Remind of the need to bring formal photograph identification (such as a driving licence, bus pass, passport or employer's ID badge)

Please tick when completed:

- c) If possible, ask the speaker if s/he has an enhanced DBS certificate.
(Note: having DBS status does **not** mean that the visitor can be left unsupervised, but it is useful for us to know. Some speakers may offer you their DBS number. If so, please record below.)

Please tick the appropriate box: YES NO

If there is any other information you would like to record, please do so in the space below:

Please pass this completed form to the DSL before the day of the event.

Thank you for your help in ensuring that we have taken all reasonable measures to assess the suitability of this speaker.

Appendix 2:

VISITING SPEAKER'S AGREEMENT

King Edward VI High School for Girls is committed to providing a safe and secure environment for girls, staff and visitors and promoting a climate where everyone will feel confident about sharing any concerns they may have about their own safety or that of others. We value the input of visitors and external agencies to enrich the experiences of our students. We ask all visiting speakers to familiarise themselves with these guidelines in terms of safeguarding as required by the Department for Education.

If you have a concern that a student is being harmed or is at risk of harm, or if you receive a disclosure (intentionally or unintentionally), please ask the Receptionist, or any member of the KEHS staff, to assist you in contacting the Designated Safeguarding Lead, Sarah Shore-Nye, as quickly as possible so that you can report this to her. Please do not attempt to investigate the concern.

Please also note the following:

- Visitors should sign in at Reception and should bring formal photograph identification (such as a driving licence, bus pass, passport or employer's ID badge)
- Visitors must wear the visitor's badge issued to them until they sign out on departure.
- Visitors must follow any specific health, safety and hygiene measures the school has put in place.
- Any messages communicated to students should not undermine our values of the rule of law, democracy, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.
- Activities should be appropriate to the age and needs of the students.
- Visitors must be accompanied by a member of staff at all times unless otherwise agreed by the Designated Safeguarding Lead.