

## **Visitors, Visiting Speakers and Contractors**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Director</b>
<b>19.01.17</b>	<b>18.01.18</b>	<b>Kirsty Crosby</b>	<b>Joan Wilkes</b>

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Education (No. 2) Act 1986
- Disability Discrimination Act 1995
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Families Act 2014
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Prevent Strategy (HM Gov)
- Prevent Duty Guidance in England and Wales (HM Gov)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We have a statutory duty to ensure that, so far as reasonably practicable, the school premises are safe and that visitors to school come to no harm. We have in place school security systems to ensure the personal safety of the whole school community.

We require all visitors such as parents/carers, education officials, local authority officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation. Visitors will be asked to sign the visitor's book and will wear a visitors badge at all times. Visitors will be escorted throughout the duration of their visit and will not come into contact with pupils other than with a member of the school staff.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner. They have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

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We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism these can be found in each pupil's IEP. School staff must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school staff are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We have a duty to ensure that all visiting speakers invited by school personnel or by pupils will be risk assessed for their suitability and approved by the Headteacher before they attend. Prior to their visit we will establish the aims of their presentation and its content. Visiting speakers will be made aware of the school's Equality policy and that their presentation will be stopped if the content proves to be unsuitable or deviates from the agreed aims.

We acknowledge that freedom of expression is a fundamental right under both British and European law and is protected by Article 10 of the European Convention on Human Rights. We will ensure that visiting speakers are reminded that freedom of expression does not protect statements that unlawfully discriminate against or harass, or incite violence or hatred against other persons or groups. Therefore, all presentations by visiting speakers will be monitored to ensure that freedom of expression is within the law. Please see Libra's 'Visiting Speakers at Libra School' document / sign sheet (policy appendix document)

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To ensure that the school premises are safe and that visitors to school come to no harm.
- To ensure that all contractors when working on the premises act in a responsible and proper manner.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To ensure all presentations by visiting speakers are monitored to ensure that freedom of expression is within the law.

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- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Directors**

The Directors have:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school staff and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Director to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council by discussing improvements to this policy during the school year;
- responsibility for celebrating the effort, success achievements of pupils and school staff;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### **Role of the Headteacher**

The Headteacher will:

- ensure all school staff, pupils and parents are aware of and comply with this policy;
- work closely with the link Director and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- when choosing a reputable contractor:
  - identify the work that needs to be done;
  - seek referrals from the local authority and from other schools;
  - assess the risks and provide relevant information to the contractor;
  - provide information, instruction and training to pupils, school personnel and visitors;
  - cooperate and coordinate the work with the contractor
  - ensure the contractor cooperates with the school's health and safety policies and procedures;
- manage and supervise the work in conjunction with the contractor;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- ensure all visiting speakers invited by school personnel or by pupils are suitable and appropriately supervised;

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- ensure all visitors are:
  - suitably checked and monitored;
  - provided with a leaflet that:
    - summarises the school's safeguarding policy;
    - informs them of what to do if they have any concerns;
    - informs them how they should conduct themselves whilst in school;
    - informs them that they should not take photographs in school or post them on social media under any circumstance.
  
  - issued with visitor badges on a clearly named visitor lanyard:
    - which identifies the person's name;
    - who they have come to see;
    - whether they are to be supervised all the time or not;
    - the date of the visit
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- ensure the health and safety of all visitors to school by undertaking a Risk Assessment of the premises;
- ensure that all contractors when working on the school premises cooperate with our health and safety policies and procedures;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- ensure all visiting speakers invited by school staff or by pupils are suitable and appropriately supervised;
- ensure all visitors are checked, monitored and escorted and then directed to one of our Safeguarding noticeboards – usually the one in reception where they can view our Safeguarding Policy, what procedures to take if they have concerns, our Code of Conduct for Staff and Visitors, and to review the poster that states under no circumstance can visitors take photographs in school (or to post them on social media);
- issued with visitor badges on a clearly visible lanyard;
- monitor the effectiveness of this policy by speaking with pupils, school staff, parents and Directors.

### **Role of the Coordinator**

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- make effective use of relevant research and information to improve this policy;
- provide information and guidance to school staff;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the Director;

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- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor.

#### **Role of School Staff**

School staff will:

- comply with all aspects of this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
- be aware of the working agreement between the school and any contractor undertaking work in the school;
- ensure all visiting speakers they invite to school staff are suitable and appropriately supervised;
- ensure that when inviting speakers to school they follow school protocol by completing the 'Visiting Speaker' (VS) booking form;
- submit the form to the Headteacher for approval;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

#### **Role of Visitors and Contractors**

Visitors will:

- report to the school office upon entering the school premises;
- enter their details in the visitors book;
- wear a school visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- sign out when leaving the school

Contractors will:

- comply with all health and safety policies and procedures when working on the school premises;
- act in a responsible and proper manner;
- come to a working agreement regarding how they can work on the school premises during school day

#### **Procedure when inviting a visiting speaker to school**

The following procedure must be followed at all times:

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- All invites for an outside speaker to visit school must be approved by the Headteacher.
- School staff must complete the 'Visiting Speaker' booking form and Risk Assessment available from the school office and complete all sections.
- On arrival at school reception the Visiting Speaker must provide suitable identification.
- The Visiting Speaker will be supervised at all times while on-site.
- All Visiting Speaker presentations must be evaluated and this forms part of the Visiting Speaker booking form:
- The Visiting Speaker must read and sign the Visiting Speaker Declaration form before the presentation can commence.
- The Visiting Speaker Declaration form clearly states that the Visiting Speaker must be aware of the school's Equality policy and will not:
  - use or distribute any extremist material
  - make any comments that may cause offence to others
  - undermine tolerance of other faiths or beliefs

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- The Parent/Carer Handbook
- the school website
- the Staff Handbook
- meetings with school staff

### **Training**

All school staff:

- have equal chances of training, career development and promotion
- receive induction training
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

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### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher/Director.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement.

### **Linked Policies**

▪ Safeguarding and Child Protection	▪ Health and Safety
▪ School Security	▪ Risk Assessment
▪ Prevent Duty	

<b>Headteacher/Director:</b>	Joan Wilkes	<b>Date:</b>	19.01.17
<b>Deputy Head:</b>	Kirsty Crosby	<b>Date:</b>	19.01.17