

Visitors Policy and Visiting Speakers Agreement

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- PREVENT Strategy HM Gov 2015
- Keeping Children Safe in Education DfE 2020

1. Introduction

Visitors make a contribution to the life and work of the Therapeutic Education Department. The learning opportunities and experience they bring are encouraged and appreciated. It is our responsibility, however, to ensure that the security and welfare of the students is not compromised at any time and that visitors comply with the guidelines.

2. Visitors Invited to the Therapeutic Education Department

All visits are agreed by the Head of Education beforehand.

- All visitors report to the hospital reception.
- 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.
- All visitors will be asked to sign in using the hospital's signing in procedure.
- All visitors will be required to wear a label indicating they are a visitor.
- The Education Department will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- The visitor will be advised of the procedure to take in the event of a fire alarm/drill.
- At no point will a visitor be left on their own with students (if the visitor is meeting a member of staff).
- On departing the Education Department, visitors should leave via reception, sign out using the hospital's procedures 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 (supervised by a member of staff), to meet with small groups of pupils 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).
- Any visitor who is not enhanced DBS checked will 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.
- Visitors who use the school's ICT systems or internet will be made aware of the Online Policy and expected to read and follow it.

3. Use of External Agencies and Speakers

A Planning Form must be completed and agreed prior to the visit. All External Agencies and Speakers must read and accept the Visiting Speakers Agreement. (Appendix 1)

Reviewed Feb 2021
Agreed by Management Committee March 2021
To be reviewed Feb 2023

Appendix 1

Therapeutic Education Department Visiting Speakers Agreement

The Therapeutic Education Department understands the importance of visitors and external agencies to 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 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.
- Visitors who use the school's ICT systems or internet will be made aware of the Online Safety Policy and are expected to read and follow it.
- Visitors who are attending the school virtually (i.e. delivering sessions via Google Meet, Teams or Zoom) must comply with the following conditions:
 - No images of the classroom or students (still or moving) may be recorded, downloaded or otherwise saved.
 - No unauthorised persons should be present in the same room as the visiting speaker(s) or have audio or visual access to the meeting.
 - Online visitors should be mindful of the background in the room they are speaking and remove any items/images that would be inappropriate in the context of a school setting.
- Any matters of a confidential nature must under no circumstances be divulged or passed on to any unauthorised person or persons. Breach of confidentiality is a serious matter.

Speaker's Name

Organisation

Signature

Date

Appendix 2 Additional arrangements during COVID-19

We have a robust risk assessment in place and will continue to regularly review this and update it as required. This review process will consider whether our current plans and protective measures are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice