



Worthing High School Visitor Policy	
Last Reviewed – Autumn 2019	Next Review – Autumn 2021
Headteacher	Author – Business Manager

Visitors¹ are welcome to Worthing High School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its students is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines. The "Prevent" statutory Guidance ("The prevent Duty: Departmental Advice for schools and childcare providers, DFE June 2015 – Updated September 2015") requires the school to have clear protocols for ensuring visiting speakers whether invited by staff or students, are suitable and appropriately supervised.

As a school we are responsible for the safeguarding of all students both during school time and in extra-curricular activities which are arranged by the school. We ensure that students of Worthing High School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child safeguarding guidelines.

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

The policy applies to:

- teaching and non-teaching staff employed by the school
- students

¹ All visitors to Worthing High including: visiting speakers, school nurse, health visitors, coaches running in-school sessions, volunteers, peripatetic teachers and general visitors who will have contact with our students through the delivery of their services

- Governors
- All visitors to Worthing High including: visiting speakers, school nurse, Health Visitors, coaches running in-school sessions, volunteers, peripatetic teachers and general visitors who will have contact with our students through the delivery of their services
- parents/carers
- contractors

This policy does not apply to persons or organisations formally letting our facilities² or receiving a direct payment for their services from parents/carers/students.

2. Visitors invited into school to help support curriculum delivery/extra curricular events

Permission should be granted before any visitor is asked to come into school. The Headteacher 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. Research must be done to ensure the person/organisation has not demonstrated extreme views/actions. Appropriate checks must be done on the suitability of the person/organisation, which may include: contacting the umbrella organisation that they belong to, internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible staff should consider inviting speakers/volunteers from established companies/charities or groups whose aims are well documented and known to the school.

- All visitors must initially report to main reception -they must not enter the school via any other entrance.
- All visitors, seeking to enter the school, must show photographic ID.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors will be asked to sign in.
- All visitors must read and sign the Visiting Speakers Agreement. (Appendix 1).³
- All visitors will be required to wear a visitor's badge.
- Visitors will 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 students unless they are in a "regulated role" and have DBS clearance⁴ plus permission from the school.
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point.
- On departing the school, visitors should leave via main reception, sign out and return their badge to reception.

2.1 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

² See WHS Lettings Policy for more information

³ Regular Visitors to the school will be asked to sign the Agreement annually

⁴ DBS clearance must be a maximum of 12months old

individuals or alternatively they may be working with a student on a one to one basis.

- Staff should ensure all normal visitor requirements are followed (section 2 above).
- Any visitor who is not DBS checked must not be left 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 a WHS DBS clearance or a 3rd party DBS clearance that has been accepted by the school, 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.⁵ However, visitors who are being left unsupervised must have completed a formal induction programme to include Safeguarding, Health and Safety, Emergency Evacuation and any other relevant training before being permitted to deliver their session(s).
- Regular visitors to the school must have DBS clearance completed by the school and be entered on the Single Central Register.
- Visitors who will be delivering sport coaching are required to have a level 2 coaching qualification in their sporting area.
- Any visitor working with our students must comply with the requirements of this policy.

After any presentation/delivery of curriculum support, an evaluation form should be completed by the Lead Staff Member, which includes a note of any contentious material/comments and state whether the speaker can be used again.

3. Use of External Organisations

At Worthing High School we encourage the use of external organisations 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.

This is to 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 school'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 school curriculum so we need to ensure that this work is of benefit to our students.

All visitors must read and sign the Visiting Speakers Agreement. (Appendix 1).

Our school will assess the suitability and effectiveness of input from external organisations 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

⁵ DBS clearance must be a maximum of 12 months old

- of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students

We recognise, however, that the ethos of our school 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.

4. Unknown/uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity badge MUST be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted by a member of staff to main reception to sign in and be issued with an identity badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and/or members of the Senior Leadership Team should be informed immediately.
- The Headteacher 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 school grounds, police assistance will be called for.

5. Non staff Governors

- All non-staff governors must have DBS clearance.
- Governors should wear their ID Lanyard at all times.
- Governors should sign in and out at main reception.
- New governors will be made aware of the procedure as part of their induction.

6. Staff Development

As part of their induction, new staff will be made aware of this procedure and will be asked to ensure compliance with its procedures at all times.

Appendix 1

Worthing High School

Visitor Agreement

At Worthing High School we understand the importance of visitors to enrich the experiences of our students. In order to safeguard our children we expect all visitors to read and adhere to the statements below:

- Any messages communicated to students support fundamental British Values and our school values, including schools commitment to equality.
- 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
- Speakers should not seek to raise funds through their visit without the prior permission of the Headteacher.
- Visitors will also be accompanied by a member of staff at all times unless alternative arrangements have been agreed formally by the school.

I confirm I have read the attached policy and understand the content and expectations of my conduct.

Signed

Name

Organisation

Date