

 INNOV4TE INDEPENDENT SCHOOL

 VISITOR AND SPEAKER POLICY

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| Effective From  | Sept 2024 |
| Review Date  | Sept 2025 |
| Person Responsible  | Carla Astbury  |

Innov4te Independent School

Visitor and Speaker Policy

Introduction

Innov4te Independent School is committed to providing a safe and supportive learning environment for all learners. As part of our educational program, we invite visitors and guest speakers to enrich the curriculum and provide diverse perspectives. This policy outlines our procedures for managing and vetting visitors and speakers to ensure they align with our school values and safeguarding requirements.

Aims and Objectives

The primary aims of this policy are to:

1. Enrich Learning: Enhance the educational experience by providing learners with opportunities to learn from external experts and practitioners.

2. Ensure Safety: Protect learners from potential harm by ensuring all visitors and speakers are appropriately vetted.

3. Promote Values: Ensure that the content delivered by visitors and speakers aligns with the school's values, including promoting British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance.

4. Support Safeguarding: Fulfil the school’s safeguarding responsibilities as outlined in Keeping Children Safe in Education (KCSIE) and the Prevent Duty.

 Definitions

Visitor: Any individual who is not a member of staff or a learner and who enters the school premises for a specific purpose.

Speaker: A visitor invited to deliver a talk, workshop, or presentation to learners.

 Procedures for Inviting Visitors and Speakers

1. Approval Process:

 Staff members wishing to invite a visitor or speaker must seek approval from the Directors or Headteacher.

 A Visitor and Speaker Request Form must be completed, detailing the purpose of the visit, the content to be covered, and any potential safeguarding considerations.

2. Vetting and Risk Assessment:

 All visitors and speakers must be vetted to ensure they are suitable to interact with learners. This may include checking references, reviewing previous work, and conducting an internet search for any public information.

A risk assessment will be conducted to identify and mitigate any potential risks associated with the visit.

For visitors and speakers who will have unsupervised access to learners, an enhanced DBS check may be required.

3. Content Review:

 The proposed content of the visitor’s or speaker’s presentation must be reviewed to ensure it is appropriate for the age group and aligns with the school’s values and educational goals.

 Any materials or resources to be used must be submitted for review prior to the visit.

On the Day of the Visit

1. Arrival and Identity Check

 All visitors and speakers must report to the school reception upon arrival.

 Visitors must provide valid identification, which will be checked against the details provided in the Visitor and Speaker Request Form.

 Visitors will be issued a visitor badge, which must be worn at all times while on school premises.

The SCR will be updated to reflect the checks made on the visit.

2. Supervision:

 Visitors and speakers must be accompanied by a member of staff at all times while on school premises, unless they have been DBS-checked and cleared for unsupervised access.

 The accompanying staff member is responsible for monitoring the content of the presentation and ensuring the visitor adheres to the school’s code of conduct.

3. Conduct and Safeguarding:

 Visitors and speakers must adhere to the school’s safeguarding policies and procedures.

Any concerns about a visitor’s or speaker’s behaviour or content must be reported immediately to the Headteacher or DSL.

Post-Visit Evaluation

1. Feedback:

 Staff and learners will be asked to provide feedback on the visit, focusing on the educational value and the appropriateness of the content.

 This feedback will be reviewed by the Directors to inform future invitations and improve the process.

2. Incident Reporting:

Any incidents or concerns arising from the visit must be documented and reported to the Headteacher or DSL.

An investigation will be conducted if necessary, and appropriate actions will be taken.

Roles and Responsibilities

1. Headteacher and Directors

* Approve visitor and speaker requests.
* Ensure appropriate vetting and risk assessments are conducted.
* Oversee the implementation of this policy and address any issues that arise.

2. Designated Safeguarding Lead (DSL):

* Assist with the vetting process and risk assessments.
* Provide safeguarding training and guidance to staff regarding visitors and speakers.

3. Staff:

* Complete the Visitor and Speaker Request Form and seek approval.
* Supervise visitors and speakers during their time on school premises.
* Provide feedback on the visit and report any concerns.

4. Visitors and Speakers:

* Comply with the school’s safeguarding policies and procedures.
* Deliver content that is appropriate and aligned with the school’s values.
* Wear a visitor badge and be accompanied by a member of staff at all times unless cleared for unsupervised access.

Monitoring and Review

Policy Review:

This policy will be reviewed annually by the Directos

Updates will be made in response to changes in legislation, guidance, or school needs.