



LOCHINVER HOUSE

Visitor and Visiting Speaker Policy and Procedure

Lochinver House School assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit. The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the School to ensure that this duty is uncompromised at all times.

In performing this duty, the School recognises that there can be no complacency where Child Protection and Safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with this Policy. Failure to do so will result in the visitor being escorted from the School site.

Whenever possible, visitors to the School, for whatever reason, should be planned in advance to ensure that their visit runs smoothly taking into account the need to safeguard the pupils, the reputation of the School and the visitor. Where appropriate, risk assessments should be undertaken.

There are a number of different types of visitors to the School:

- Visitors who attend the School in connection with the pupils and have a professional role, for example Peripatetic Teachers, sports coaches, Educational Psychologists, social workers, SEND officers, targeted support workers, health related professionals and exam invigilators
- Invited guests
- Visiting speakers
- Visitors who attend the School in connection with the building, grounds or equipment, for example builders, contractors, maintenance staff and IT workers
- School Governors
- Other legitimate visitors, for example parents and parent helpers

Upon arrival at the School, all visitors MUST:

- Report to the School Office where they will be signed in and issued a visitors lanyard which must be worn prominently at all times
- Bring photographic proof of identity with them which will be verified
- Bring their current DBS Certificate (if they have one) so the School can have sight of this
- Read all details above the signing-in books which relate to fire regulations, first aid, photographs, details of Designated Safeguarding personnel and use of mobile devices whilst on School grounds
- Wait in the School office until they are met by a member of staff. For visiting speakers they will be met by the Teacher or Organiser
- Be accompanied at all times whilst on the School grounds by a member of staff
- Be escorted to the School Office and signed out at the end of their visit



Visitor Code of Conduct

- All visitors to the School are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. They must act and be seen to act in an open and transparent way
- During the course of a visit to the School, visitors may become aware of confidential information concerning pupils or staff. All such information must be treated as strictly confidential and a breach of such confidences will be regarded as serious misconduct
- Any breach of confidentiality associated with the terms of GDPR could result in a civil action against the visitor for damage in addition to any disciplinary action, which would be taken by visitor's employer. Visitors must not reveal to anybody outside School, personal information they learn in the course of their work or visit
- All visitors must follow the School's Health and Safety procedures (emergency evacuation procedures are included on visitor badges)
- Visitors should not be alone with pupils unless this is a legitimate part of their role; for example an Occupational Therapist and the School has assured itself that the visitor has had appropriate safeguarding checks
- If visitors find they are alone with pupils they should report this to the School Office
- Use of mobiles phones, portable devices and cameras are prohibited whilst on-site in the vicinity of pupils.

Visiting Speakers

Lochinver House School is part of a much wider community. As part of our Curriculum Enrichment Programme we often invite speakers from our wider community to our School. These speakers provide pupils with information that helps them make decision at different phases of their education; widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Speakers should enhance the spiritual, moral, social and cultural (SMSC) development of pupils within the School.

Our responsibility to our pupils is to ensure that the information they receive they can critically assess as to its value. That the information is aligned to the values of the School and to British Values taking into consideration the School's Christian ethos.

The 'Prevent' Statutory Guidance (The Prevent Duty: Departmental advice for schools and childcare providers, DfE, July 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

When inviting speakers, the School follows the statutory guidance Keeping Children Safe in Education DfE (KCSIE 2018) with regards to duties of safeguarding and promoting the welfare of the pupils within the School. Please refer to the School's Safeguarding and Staff Behaviour and Code of Conduct Policy and Procedures.

Preparation for the visiting speaker

- All visiting speakers:
 - have a nominated point of contact at the School (the organiser), who will consider the content and risks of the speech in relation to our Prevent Duty
 - must outline their specific expertise to the organiser
 - must indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches
 - must give clear, accurate and age-appropriate information, taking into consideration the emotional and intellectual levels of the pupils and ensuring that the values of the School and British Values are reflected
- The School (organiser) should check that the work of the visitor or agency is known to them and be considered suitable, accurate and age-appropriate (in respect of child protection see Children's Act 1989). If new to the School an internet search and/or informal reference should be taken wherever possible or practicable. A record of this search is logged on the Single Central Register (SCR)
- The organiser must ascertain that all information to be communicated by the visiting speaker is lawful. The visiting speaker should provide clear guidelines outlining the content of their speech
- The visitor speaker will be expected to agree and sign the Visitor Speaker Agreement Form (Appendix 1) before they will be allowed to speak to the pupils
- The visiting speaker must bring photographic proof of identity with them which will be verified on arrival



- The date, time and duration of the session should be confirmed with the visiting speaker together with any requests for resources or equipment needed
- The speaker and the School should agree and plan for a Teacher or the organiser to be present throughout the visit
- Visiting speaker arrangements are recorded in the School diary and information recorded on the School's SCR.
- It is helpful for the speaker or visitor to know what preparatory and follow-up work is intended
- It is recommended that there is an opportunity for evaluation after the session and the content discussed between the speaker and the Teacher to ensure effective visits in the future

Unknown/Uninvited Visitors

Any visitor to the School who is not wearing an identity badge will be challenged politely to enquire their identity and business on the School site. They will then be escorted to the School Office to sign in and be issued with an identity badge until they are collected by the appropriate member of staff. In the event that the visitor refuses to comply or is unauthorised, they must be escorted off site immediately and the Headmaster must be informed.

Visitors requiring Assistance

We ask visitors to Lochinver House School who need reasonable adjustments or assistance to let us know in advance. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our buildings on a scattered site. We will introduce facilities for wheelchair users and hearing loops as our buildings are upgraded or for any new buildings. We already have several ramps; but do not yet have total coverage of the site. We have disabled parking outside the front door of the Main Building and in both the Music Room and Builders' Arms Car Parks.

Policy Reviewed:	29.11.2018
Policy Review Date:	28.11.2020
Policy linked to:	Acceptable User and Cyber-Security Policy – Staff, Alcohol, Drugs and Tobacco Policy, Confidentiality Policy, Curriculum Policy, Data Protection Policy, Equal Opportunities for Pupils, Fire Safety and Evacuation Policy and Procedure, First Aid Policy and Procedure, Health and Safety Policy, Learning Support Policy, Privacy Notice, PSHEE, British Citizenship and Careers Policy, Risk Assessment Policy, Safeguarding and Staff Behaviour and Code of Conduct Policy and Procedures, Security Access Control and Workplace Safety Policy.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.





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Visitor Speaker Agreement

At Lochinver House School we understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to safeguard our pupils and those visiting, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to pupils support fundamental British Values and our School Values
- Any messages communicated to pupils are consistent with the ethos of the School and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities/speeches are matched to the needs of the pupils
- Visiting Speakers must be accompanied by a member of staff at all times
- You have read our Fire Safety and Evacuation Policy and Procedure
- You will provide photo identification when you arrive at the School (if new to the School)
- You will wear a Lochinver House Visitor Badge at all times.
- Use of mobiles phones, portable devices and cameras are prohibited whilst on-site in the vicinity of pupils.

I agree to the Guidelines for Visiting Speakers outlined above:

Name: _____

Company: _____

Signed: _____

Dated: _____