

Langley School

Visiting Speakers Policy

At Langley School we occasionally invite visiting speakers, when it is appropriate, to support learning. This will allow pupils to consider the experiences of people from the local community and beyond, as this will enrich their understanding of the local and global society we are a part of.

Aim

To safeguard all children during curriculum enrichment activities provided by visiting speakers.

Objectives

To ensure there are clear protocols and procedures for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents (No Platform Policy)

Visitors in school

When inviting visitors into school, a member of the Senior Leadership Team should be informed, with a clear relevance and purpose of the visit and intended date and time for the visit.

Procedures are set out for all visitors and these need to be considered:

- All visitors to report to reception and inform staff of the purpose of their visit.
- Visiting speakers should normally have photograph identity.
- They will sign in into our electronic visitors' system on entry
- They will be issued with a visitors' sticker which they must wear at all times. Visitors are accompanied in the buildings at all times.
- They will be informed about fire safety procedures and the designated areas for these.
- A staff member will always be present at all times during the visit.
- When leaving the building, visitors should exit through reception area and sign out from the visitor's book.

Unknown/Uninvited Visitors to the School

- a) Any person on the school site who is not wearing an identity/visitor badge should be challenged politely to enquire who they are and their business on the school site.
- b) They should then be escorted to main entrance to sign the visitors' book and be issued with a visitor sticker. The procedures for invited visitors then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Leadership Team or Site Manager should be informed promptly.
- d) The Senior Leadership Team (or Site Manager) will consider the situation and decide if it is necessary to inform the police.
- e) 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.

May 2016

Reviewed by: Deb Steggall (Head of School)