



**OAKLANDS CATHOLIC SCHOOL**  
**AND**  
**SIXTH FORM COLLEGE**

**With delegated responsibility from the**  
**Edith Stein Catholic Academy Trust**

**VISITORS' POLICY AND  
VISITING SPEAKERS' AGREEMENT**

<b>APPROVED BY LOCAL GOVERNING BODY</b>	<b>November 2024</b>
<b>SCRUTINISED BY ETHOS &amp; STRATEGY COMMITTEE</b>	<b>November 2024</b>
<b>DATE LAST REVIEWED</b>	<b>September 2024</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>Deputy Head</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>Non-Statutory</b>



Community

Unity



Opportunity

## Policy Amendments

Version Date	Section / Page	Amendments
November 2024	2.4 / Page 3	Addition of Directors
	3.1 / Page 4	Removal of Reception opening times
	3.12 / Page 4	New paragraph regarding photo permissions
September 2022	Appendix 1 / Page 7	JO changed to AB throughout AH changed to MD
October 2022	1.1 / Page 3	Change to ' <b>Current</b> Version of Keeping Children Safe in Education' rather than specific year

# Catholic Social Teaching

At Oaklands Catholic School we follow the CST Principles. All visitors who come to Oaklands enrich our school community so that we are able to work towards the Common Good through celebrating the various gifts and talents of others. We hope that visitors will work in Solidarity with our school community to uphold our Catholic values and mission.

***“Whoever welcomes you welcomes me, and whoever welcomes me welcomes the one who sent me.”***

***Matthew 10:40***

## 1.0 Policy Links

- 1.1 This policy should be read in conjunction with the following documents:
- Safeguarding & Child Protection Policies
  - Collective Acts of Worship Policy
  - Prevent Duty
  - Current version of Keeping Children Safe in Education DfE

## 2.0 Introduction

- 2.1 Visitors are welcome to Oaklands Catholic School and Sixth Form College. 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 are not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.
- 2.2 It is our aim to safeguard all children under this school's responsibility both during school time and extra-curricular activities arranged by the school. The ultimate aim is to ensure the students of Oaklands Catholic School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.
- 2.3 It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines.
- 2.4 The school is deemed to have control and responsibility for its students anywhere on the school site, during normal school hours, during after-school activities and on school organised (and supervised) off-site activities. The policy applies to:
- All teaching and non-teaching staff employed by the school
  - All external visitors entering the school site during the school day or after-school activities (including peripatetic tutors, sport coaches and topic related visitors e.g. business people, authors, artists etc.)
  - All Governors and Directors of the school
  - All parents/carers
  - All students
  - Education personnel (Local Authority staff, inspectors)
  - Building, Maintenance and Cleaning Contractors

### **3.0 Visitors Invited to the School**

- 3.1 All visitors must report to Reception first - they must not enter the school via any other entrance. Arrangements for visitors arriving outside of Reception opening hours must be made clear prior arrival on site by the receiving member of staff.
- 3.2 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.
- 3.3 All visitors will be asked to sign in
- 3.4 All visitors will be required to wear a badge on a red lanyard
- 3.5 All visitors will be given a visitors' leaflet on their first visit
- 3.6 Visitors will then 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.
- 3.7 If a visitor is attending the school outside of Reception hours then a member of staff should agree to meet them in Reception at a designated time and must be signed in to the 'out of hours' book.
- 3.8 If a visitor is employed by a contractor, that is not the direct responsibility of the school they must follow any protocol agreed between the school and the main contractor.
- 3.9 At no point should any visitor without Enhanced DBS and ID checks be left on their own with children (if the visitor is meeting a member of staff).
- 3.10 In the event of a fire alarm/drill, the visitor should be accompanied by the person they are visiting to the assembly point in the playground.
- 3.11 On departing the school, visitors are to leave via Reception, sign out and return their badge and lanyard to Reception.
- 3.12 Visitors should be asked on arrival or prior to their visit to complete the online Photo Permissions Form, which can be found on Teams [Visitor Photo Permission Form](#).

### **4.0 Visitors whose purpose is to work with students in some capacity**

- 4.1 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 individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's Services or health professionals).
- 4.2 Staff should ensure all normal visitor policy requirements are followed.
  - Any visitor who is not Enhanced DBS checked must 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.

- If a visitor has an Enhanced DBS clearance 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 with Human Resources once all the checks have been undertaken by them. If any clarification regarding these decisions is required, the Designated Safeguarding Lead will make the final decision.
- All Visitors are required to sign the school's Child Protection Declaration for Visitors which is held in main reception

4.3 Regular visitors to the school must have Enhanced DBS clearance. These are held on the Single Central Register.

4.4 Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

4.5 All Visitors DBS and identity documents will be scrutinised and logged as appropriate by Human Resources staff.

## 5.0 Use of External Agencies and Speakers

5.1 All External Agencies and Speakers must read the Visiting Speakers Agreement. (Appendix 2) Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- A checklist about the visiting speaker is recorded on a suitable proforma (Appendix 1)
- A formal invitation procedure, to include a clear outline by the speaker of their presentation in advance, and approval by the Designated Safeguarding Lead. It is advisable to request the speaker provides a biography of themselves.
- Appropriate suitability and background checks on the speaker and any organisation they present, including an internet search or contact made with other schools who have used the speaker / organisation
- The fundamental British Values are upheld by the speaker / organisation: 'democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs'.
- A formal agreement (Appendix 2) signed by the speaker outlining the school's commitment to equality and British Values. This should also make clear that a presentation will be brought to an early end if the contact proved unsuitable.
- **If the person / people attending on the day are not the same as those who have been cleared by the school in advance, the talk / event cannot go ahead.**
- Any messages communicated to students are consistent with the Catholic 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.
- Staff will be present during the visit who will monitor the speech to ensure it aligns with the Christian values and Catholic ethos of the school and with British values.
- Staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- There will be no attempt to raise funds without the prior written permission of the Headteacher.
- Student and staff feedback will assist when making decisions about whether to invite the speaker back for future events.

- 5.2 We recognise, however, that the purpose of 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.

## **6.0 Unknown/Uninvited Visitors to the School**

- 6.1 Any visitor to the school site who is not wearing an identity badge should be challenged politely by members of staff to enquire who they are and their business on the school site.
- 6.2 They should then be escorted to reception to sign in and be issued with a visitors' badge and lanyard.
- 6.3 In the event that the visitor refused to comply, they should be asked to leave the site immediately and the Headteacher or Deputy Head informed.

## **7.0 Governors**

- 7.1 All Governors have Enhanced DBS clearance.
- 7.2 Governors should wear their ID lanyard at all times.
- 7.3 Governors should sign in and out using the Inventory system if they are on site during the school day.
- 7.4 New Governors will be made aware of the policy and familiar with its procedures as part of their induction.

## **8.0 Staff Development**

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

## Appendix 1

### Checklist for Organising a Visiting Speaker Presentation To be retained by Designated Safeguarding Lead

	<b>Key Staff</b>	<b>Date Completed</b>
Email AB about proposed visiting speaker and what they are going to be presenting / discussing. Conduct research into their background, as necessary.	Organiser AB	
Name of visiting speaker / organisation  Date of visit  Year group / lesson  Purpose of visit	Organiser AB SLT Line Manager	
Arrange venue and check availability Liaise with cover about classes to be used. Where possible, this should be whole groups	Organiser YN / MD	
Organise for member of staff to be present for the whole presentation	Organiser	
Inform all staff at least one week in advance via staff bulletin/ email	Organiser	
Send out Visiting Speakers' Agreement to the visitor and ensure they are aware they need to bring photo ID on the day Advise HR if DBS / ID checks need to be carried out	Organiser HR	
Share any business cards / leaflets/ materials to be shared with students with AB for approval	Organiser AB	
Advise Reception of visitor(s) 1 working day in advance	Organiser Reception	
Meet and greet the visitor. Ensure they are accompanied by a member of staff at all times and <b>never</b> left alone with students	Organiser	

## Appendix 2

### **OAKLANDS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE Visitors' and Visiting Speakers' Agreement To be retained by Designated Safeguarding Lead**

At Oaklands Catholic School and Sixth Form College, we understand the importance of visitors and external agencies to enrich the experience of our students.

In order to safeguard our students, we expect all of our visitors / visiting speakers to read our Visitors' and Visiting Speakers Policy and to adhere to the statements below.

- Any messages communicated to students must support fundamental British values and our school's Christian values. The fundamental British Values are: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Any messages communicated to students must be consistent with the Catholic ethos of the school and 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.
- All visitors must be accompanied by a member of staff at all times
- Should the member of staff feel the message being given out does not align with the schools' values, they will interrupt and could bring to a close the presentation / performance.
- Visitors should not have phones or cameras out whilst in the presence of students and should not take any photos or videos of students.
- Visitors should not have any social media contact with students through personal emails, personal mobile phones and social media.
- No gifts, including money, should be given out to students, unless agreed beforehand with the Headteacher / Deputy Head
- There will be no attempt to raise funds without the prior written permission of the Headteacher.
- Should visitors wish to hand out any cards or leaflets to students, these should be checked by Designated Safeguarding Lead beforehand.

I have read and agree to the above

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Visiting: \_\_\_\_\_