



Visitors Policy and Visiting Speakers Agreement

Reviewed by Mayfield February 2016

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This policy should be read with the following policies:

- [Safeguarding & Child Protection Policy](#)
- [PREVENT Strategy HM Government](#)
- [Keeping Children Safe in Education DfE 2015 -16](#)

Introduction

Visitors are welcome to Oasis Academy Mayfield. They make a contribution to the life and work of the academy in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the academy's responsibility, however, to ensure that the security and welfare of its students is not compromised at any time. The academy is equally responsible to the whole academy community for ensuring that visitors comply with the guidelines.

Aims

To safeguard all children under this academy's responsibility both during the academy day and in extra-curricular activities which are arranged by the academy. The ultimate aim is to ensure the students of Oasis Academy Mayfield can learn in an environment where they are safe from harm.

Objective

To establish a clear protocol and procedure for the admittance of external visitors to the academy which is understood by all staff, academy council members, visitors and parents and conforms to child protection guidelines. The academy is deemed to have control and responsibility for its students anywhere on the academy site, during normal academy hours, during after academy activities and on academy organised (and supervised) off-site activities.

Policy Coverage

- All teaching and non-teaching staff employed by the academy
- All external visitors entering the academy site during the academy day or after academy activities (including peripatetic tutors, sport coaches and topic related visitors e.g. business people, authors, artists etc.)
- All academy council members
- All parents/carers
- All students
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Oasis Academy Mayfield.

Visitors Invited to the Academy

Where possible permission should be granted by the Principal or a designated member of the Academy Leadership Team before any visitor is asked to come into the academy. The Principal and/or members of the Academy 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.

- All visitors must report to reception first. They must not enter the academy via any other entrance
- 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
- All visitors will be asked to sign in using InVentry
- All visitors will be required to wear a visitor's lanyard (Green if they have a DBS, red if not)
- 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. At no point should a visitor be left on their own with children (if the visitor is just meeting a member of staff)
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground
- On departing the academy, visitors should leave via reception, sign out using InVentry and return their visitors lanyard to reception.

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 individuals, or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals)
- Staff should ensure all normal visitor policy requirements are followed
- Any visitor who is not 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. If a visitor has 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
- Regular visitors to the academy must have DBS clearance
- Any visitor delivering a lesson or assembly must comply with the requirements of the Visiting Speakers Policy.

Use of External Agencies and Speakers at Oasis Academy Mayfield

We encourage the use of external agencies or speakers 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 students. We 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 academy'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 academy curriculum so we need to ensure that this work is of benefit to our students. All External Agencies and Speakers must read the Visiting Speakers Agreement (Appendix 1). Our academy will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British values and academy values
- Any messages communicated to students are consistent with the ethos of the academy and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity, violent extremism or seek to radicalise students through extreme or narrow views of faith, religion, 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 we recognise, however, that the ethos of our academy 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.

Unknown/Uninvited Visitors to the Academy

- Any visitor to the academy site who is not wearing a visitor's lanyard should be challenged politely to enquire who they are and their business on the academy site
- If appropriate they should then be escorted to reception to sign in using InVentry and be issued with the correct visitor's lanyard
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal should be informed
- The Principal and/or members of the Academy 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 academy grounds, police assistance will be called for.

Academy Council Members

- All Academy Council members have DBS clearance
- Academy Council members should wear their id lanyard at all times
- Academy Council members should sign in and out using the InVentry system
- New Academy Council members will be made aware of the policy and become familiar with its procedures as part of their induction.

Staff Development

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

Oasis Academy Mayfield Visiting Speakers Agreement

At Oasis Academy Mayfield we understand the importance of visitors and external agencies to enrich the experiences of our students.

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to students support fundamental British Values and our academy values
- Any messages communicated to students are consistent with the ethos of the academy and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity, inappropriate/violent behaviour, 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 to discuss with staff, the content of their presentation before the event; speakers must allow time for this discussion, whether it is on the day or beforehand
- Speakers should understand that their presentation will be brought to an end, if the content proves unsuitable
- Talks and presentations must not be used to raise funds, without prior permission of the Principal
- Visitors who are not able to provide the academy with proof of DBS clearance will be accompanied by a member of staff at all times.

Signed: Date:

Print Name: Organisation: