



Merrydale Infant School Visitors Policy including counter terrorism advice about visiting speakers

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The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy

The key objectives of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This 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 for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school, both the Headteacher and Deputy Headteacher are informed, with a clear explanation as to the relevance, purpose date and time of the visit .

Permission must be granted by the Headteacher or Senior Leadership team before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to Administration staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record Book which is kept in reception at all times
- All visitors are required to wear an identification badge
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and protocol
- Visitors are escorted to their 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.

On departing, visitors leave via reception and:

- Enter their departure time on the electronic Inventory System alongside their arrival entry
- Return the identification badge to reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and a member of the Leadership team is notified. The Headteacher/Deputy Headteacher (or Senior Leader if neither is available) 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 school grounds, police assistance will be called for.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors or Training Liaison Governor.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

CPD

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

This policy should be read in conjunction with other related school policies: including:

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

New counter-terrorism duties: what schools need to know

Schools now have a legal duty to prevent young people from being drawn to terrorism. Here are five key points to know about the new legislation

The Counter-Terrorism and Security Act 2015, which became law on Thursday 12 February, puts a responsibility on schools to participate in work to prevent people from being drawn into terrorism, and challenge extremist ideas that support or are shared by terrorist groups. The provisions for schools are expected to come into force in the next few months, subject to further potential parliamentary law changes.

The new Act includes a more rigorous set of expectations for schools when compared with current advice on working with other agencies to protect against terrorism. These are outlined in draft statutory guidance issued for consultation before the Act was passed; we can expect final guidance to follow soon. In the meantime, here are five key points all headteachers need to know to meet new duties.

Assessing the risk of students being drawn into terrorism

Under the new rules, headteachers and governors should be assessing whether any students are at risk of being drawn into terrorism. Your reflections should be based on your local environment: are they likely to be exposed to terrorist ideology, including extremist ideas, beyond the school gates?

Ofsted inspectors already look closely at how schools keep students safe from such risks, so you will need to show that you have robust safeguarding policies in place. For example, if your school hosts visiting speakers, then your policies should set out a clear protocol for ensuring that these are suitable and appropriately supervised on the premises. Further education settings and sixth-form colleges are expected to carry out more substantial checks. In the case of visiting speakers, for example, staff should ask to see the event content ahead of time, including any presentations and footage that will be used. They should also be willing to cancel the event if necessary.

Working in partnership with your local authority

When putting in place measures to safeguard students from terrorist ideology, your governing body or proprietor should consider how your local children's safeguarding board approaches this issue. You can find your Local Safeguarding Children Board (LSCB) here if you're unsure where to find them. When redrafting your child protection policy, be sure to adhere to government guidance and refer to locally agreed inter-agency procedures.

Training staff to identify at-risk children

Do your staff have the knowledge and confidence to identify children who are at risk? Are they able to challenge extremist ideas used to legitimise terrorism? Do all staff know where and how to refer children and young people for further help? Addressing these questions is the key to identifying training gaps and giving your staff the skills they need. Prevent awareness training will play a key part in this.

Keeping students safe online

You can help to keep children safe from terrorist and extremist material by setting up appropriate levels of filtering on the school internet. Internet safety policies in further education should make specific reference to the new duty. The new rules recognise that older students and staff may need to research terrorism and counter-terrorism as

part of their studies, but they expect institutions to be able to identify where online materials are accessed for curriculum purposes.

Managing prayer and faith facilities

While there's currently no equivalent expectation on schools, further education institutions and sixth-form colleges are expected to have clear policies on the use of prayer rooms and other faith-related activities. Such policies should cover arrangements for managing the facilities and any issues that arise, including how access is managed after hours.