



ST. ANTHONY'S SCHOOL
FOR GIRLS

School Visitors Policy

Policy reviewed by Jack Lewis (Deputy Headteacher)

Review date: September 2021

Submission: September 2021

Policy actioned from: September 2021 – August 2022

Next review date: July 2022

Reviewer's Signature: JL

Head Teacher's Signature:

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Girls; 'parents' refers to parents, guardians and carers

This policy should be read with the following policies and guidance:

- The School's Safeguarding Policy
- Prevent Duty Guidance – HM Government July 2015
- Keeping Children Safe in Education September 2021

Introduction

Visitors are welcome to St. Anthony's School for Girls and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the girls is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all girls at St. Anthony's School for Girls can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

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, proprietors, visitors and parents and conform to child protection guidelines.

The school is deemed to have control and responsibility for its girls 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 after school activities (including peripatetic teachers, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All Head Office staff
- All parents/carers
- All girls
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to St. Anthony's School for Girls.

Visitors Invited to School

Where possible permission should be granted by the Headmaster before any visitor is asked to come into school.

- All visitors must ring the intercom and speak to the office staff on arrival and must not enter via any other entrance.
- All visitors must state the purpose of their visit and who has invited them.
- **They should be ready to show formal identification where appropriate.**
- All visitors will be introduced to the office staff and asked to sign in through the electronic signing in system.
- The office staff will issue each visitor with a visitor label.
- Visitors will then be escorted to their point of contact or their point of contact will be

asked to come to the office 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 (even if the visitor is meeting a member of staff).
- On departing the school, visitors should sign out using the electronic system, return their visitor label and leave via the front door.

Visitors whose purpose is to work with girls in some capacity:

- Visitors may work with girls in a variety of capacities, for example, to deliver a lesson (always supervised by a member of staff), to meet with small groups of girls or individuals or alternatively they may be working with a boy on a one to one basis (e.g. children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with girls at any point. This includes whole class or small group teaching or one to one interviews of girls or escorting girls around the building. If a visitor has DBS clearance they may work with girls unaccompanied by another member of staff. At times this may be teaching a class or a one to one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.

Use of External Agencies and Speakers

At St. Anthony's School for Girls we encourage the use of external agencies or speakers to enrich the experiences of our girls; however we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our girls.

Staff members should seek permission from the Headmaster giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

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 school's values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our girls. All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event.

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to girls support fundamental British Values and our school values.
- Any messages communicated to girls are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to girls do not seek to glorify criminal activity or violent extremism or seek to radicalise girls through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of the girls.

We recognise, however, that the ethos of our school is to encourage girls 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 or 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 girls recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help girls develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitors' badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the office to sign in using the electronic signing in system and be issued with a visitor's label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headmaster should be informed immediately.
- The Headmaster and/or members of the senior management team will consider the situation and decide if 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.

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.

This policy will be reviewed annually