

# SIEVEMK GATEWAY

## Visitor Policy

*Approved September 2024*

*Due for review in September 2025*

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**SIEVEMK GATEWAY**

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

- SIEVEMK Gateway's Child Protection and Safeguarding Policy
- PREVENT Strategy - HM Gov
- Keeping Children Safe in Education - DFE September 2024

## Introduction

Visitors are welcome to SMK Gateway and make a contribution to the life and work of the organisation in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is our responsibility, however, to ensure that the security and welfare of the learners is not compromised at any time. We are equally responsible to our community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children and aim to ensure all pupils at SMK Gateway can enjoy learning 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 building which is understood by all staff, proprietors, visitors and parents and conform to child protection guidelines.

### **This policy applies to**

- All teaching and non-teaching staff
- All external visitors invited to and entering the site, including exam candidates
- The trustees
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

## Invited Visitors

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

All visitors must ring the front doorbell on arrival and must not enter via any other entrance.

At the front door, 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 a member of staff and be asked to sign into our Sign-In book.
- A member of staff will issue each visitor with a visitors' badge (green, orange or blue depending on DBS clearance).
- A member of staff will also provide the visitor with a copy of our safeguarding details.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be 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.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the reception, sign out of the visitors book and return their visitors' lanyard.

## Visitors whose purpose is to work with pupils in some capacity

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil 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 (orange visitor lanyard) must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.
- If a visitor has DBS clearance (green visitor lanyard) they may work with pupils unaccompanied. At times this may be teaching a class or a one to one interview. This must be agreed in advance.
- Regular visitors to the Centre must have DBS clearance.
- Any visitor delivering a lesson must comply with the requirements of the visiting speakers agreement.

## Use of External Agencies and Speakers

At SMK Gateway we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

All staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time (see appendix 2).

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, our values and ethos.

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 and the visiting speaker must also read and agree to adhere to the Centre's 'Visiting Speakers Agreement' (see appendix 1).

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 2).

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.

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

- Any messages communicated to pupils support fundamental British Values and our organisational values.
- Any messages communicated to pupils are consistent with our ethos and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils 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 pupils.

We recognise, however, that the ethos of our organisation is to encourage pupils 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 as appropriate by the use of external sources, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils 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

- Any visitor to the site who is not wearing a visitors' lanyard should be challenged politely to enquire who they are and their business on the premises.
- They should then be escorted to the reception to sign in using the visitors book and be issued with a visitor's lanyard.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the CEO immediately informed.
- The CEO and/or members of the senior management team will consider the situation and decide if necessary to inform site security or 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 building, 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.

## Appendix 1

### Visiting Speakers Agreement: SIEVEMK Gateway

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

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

- Any messages communicated to pupils support fundamental British Values and our organisational values.
- Any messages communicated to pupils are consistent with our ethos and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils 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 pupils.
- Visitors will also be accompanied by a member of staff at all times.

Signed:.....

Date: .....

## Appendix 2

### SIEVEMK Gateway - Risk Assessment for Visiting Speaker/Event

Name of the event and speaker
Date of the event
Nature of event (talk, demonstration to the children, interactive learning <i>etc.</i> )
Outline of the content of the event
Point of contact (member of staff organising the event)
Sign and date to confirm that research has been carried out on the speaker and the organisation they are affiliated to
Sign and date to confirm that relevant staff have been informed of the speaker
Sign and date to confirm that you agree to ensure that the speaker is accompanied at all times, whilst on the premises
Agreed by the CEO

Date

Post event evaluation/feedback