

BULLERS WOOD SCHOOL

School Visitors Policy, Including Visiting Speakers Agreement



Qyad Potes Tenta
Strive to your Utmost

Policy created by: Designated Safeguarding Lead	Date of adoption: January 2023	Date to be reviewed: January 2025	To be reviewed by: Governing Board
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This policy should be read with the following policies and guidance;

- The School's Safeguarding and Child Protection Policy seen on the school's website
- PREVENT Strategy - HM Gov
- Keeping Children Safe in Education - DFE

INTRODUCTION

Visitors are welcome to Bullers Wood School for Girls and contribute 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 students 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 students at Bullers Wood 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, the proprietor, visitors, parents and carers and conform to child protection guidelines.

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.

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 tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All parents/carers
- All students
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Bullers Wood School for Girls

Visitors Invited to School

Permission should be granted by the Senior Leadership Team before any visitor is asked to come into school.

- All visitors must report to Reception on arrival and must not enter 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 show a current DBS and a form of photographic identification such as a driving license.
- All visitors will be introduced to a member of the office staff and be asked to sign into the Visitors' book.
- At Reception, visitors will be asked to sign the DSL Safeguarding sheet. A copy of this will be kept in Reception. Visitors will be issued with a copy of the Safeguarding leaflet (Appendix 4) which outlines who to contact if there is a safeguarding concern,

- A member of the office staff will issue each visitor with a visitors' lanyard (purple or orange depending on the outcome of the risk assessment completed by the Lead staff member and seen by the DSL).
- The member of the office staff (or later leading staff member organising the visit) will then show the visitor where the toilet facilities are.
- Visitors will then be collected from Reception by the member of staff hosting the visitor ('Point of Contact'). This contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with students (if the visitor is meeting a member of staff). This is unless a risk assessment has been completed by the Designated Safeguarding Lead and Reception staff have been informed. HR will also be aware and the visitor's names will be on the 'approved' list.
- On departing the school, visitors should leave via the Main Reception, sign out of the visitors' book and return their visitors' lanyard.

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 that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked (orange visitor lanyard) must not be left alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting students around the building.
- If a visitor has DBS clearance (purple visitor lanyard) they may work with students unaccompanied. At times this may be teaching a class or a one to one interview. This must be agreed in advance by the DSL.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' agreement (Appendix 1). This should have been emailed out to a visitor prior to visit and forms part of the risk assessment.

Use of External Agencies and Speakers

At Bullers Wood School 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 and speakers who we engage to provide such learning opportunities or experiences for our students.

The Human Resources Manager is in charge of coordinating and vetting the booking of all visiting speakers and staff members should seek permission 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 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 students.

All external agencies and speakers will be expected to liaise with the staff member hosting the event /visit about the content of the presentation prior to the event, and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' (see Appendix 1). The person organising the visit should have read the information to be shared with students prior to the visit.

All information about the visiting speaker and the booking process will be recorded on the 'External Club Provider and Visiting Speaker 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.

Our school 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 our school values.
- Any messages communicated to students are consistent with the 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.
- 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 students.

We recognise, however, that the ethos of our 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 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 students recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help students 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' lanyard should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to Main Reception to sign in using the visitors' book and be issued with a visitors' lanyard.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher immediately informed.
- The Headteacher 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

All staff be made aware of this policy at relevant times of the year and as part of the safeguarding training.

APPENDIX 1

- **Flow chart of events**

APPENDIX 2

- **External Club and Visiting Speakers' form**

APPENDIX 3

- **Safeguarding form – held at Reception and signed by all visitors**

APPENDIX 4

- **Safeguarding Leaflet – issued to all visitors to school**

Visitors Policy

Stage 1

- Fill out external speaker's form
- Ensure SLT have confirmed the date for the visiting speaker / event. Confirmation must be obtained before Stage 2 can be implemented. Hayley Berry will contact the Lead Staff to confirm the date has been approved by SLT.

Stage 2

- Contact Jane Haslett in charge of cover and inform her of the date of event / visiting speaker. Do not proceed to Stage 3 until the cover implications have been confirmed as being covered.
- Ensure the costings have been agreed (including PP)
- Forward the external speaker's form to the DSL for final approval
- DSL will inform Susan Johnson (Educational Visits and Enrichment Administrator)

Stage 3

- **Educational Visits and Enrichment Administrator** to ensure that:
 - Reception team are aware of event
 - Event is placed on school calendar
 - Letter for parents written and sent to S Hardwick Headteacher for approval

Stage 4 On the day of the visit:

- Lead Staff ensures that on the day Visiting Speaker is greeted at Reception
- Reception staff to ensure that Visiting Speaker signs Safeguarding form and files
- Reception staff will take copy of DBS and ensure photo ID has been seen
- Reception staff ensure appropriate colour lanyard is issued
- A copy of the Safeguarding leaflet will be issued to visitor
- If the Visitor is to attend the school regularly the school will retain the DBS details and sent by the Office Manager to HR who will add to the list

Visitors Form

Complete the information and then sign and date when each stage of approval has been met.

S T A G E 1	Lead Staff Name:			
	Activity:			
	Venue:		Date & Time:	
	Year Group(s):			
	Company:			
	Address:			
	Name of Contact:			
	Contact Phone Number:			
	Email:			
	Letter home required:		Signature on letter:	
Yes: No:				
Approval from SLT (Headteacher's PA):				
Signed:		Date:		
Approval from Year Team (HOY/AHT):				
Signed:		Date:		
Cover/Staffing Requirements:				
Actions for lead staff:				
Costing sheet completed and attached			Online search of visitor completed	
PP request sheet completed and attached			DBS and ID requested from all visitors	
Rooming and cover/staffing requirements agreed by Jane Haslett (Attach confirmation email)				
Additional Notes:				
Signed (lead staff):		Date:		
Facilitator charge (state amount or N/A):				
Cost centre (budget or charge to students):				
Cost per student (if applicable):				

	Risk Assessment:			
	Does the visitor pose any of the following risks to our staff and students?			
	Verbal Abuse	YES NO	Physical Abuse	YES NO
	Spread of Infection	YES NO	Hazardous Items	YES NO
	Intruders/Unauthorised Guests	YES NO	Radicalisation or Grooming	YES NO
If the answer is yes to any of these, please state how the risk will be managed:				
Signed (lead staff): _____ Date: _____				
Approval by DLS:				
Signed: _____ Date: _____				
Additional information/wording for letter:				
S T A G E 3	EVA: <ul style="list-style-type: none"> • Costings approved by finance • Letter written if applicable • Event added to the visitor diary for reception 			
S T A G E 4	Lead Staff: <ul style="list-style-type: none"> • Meet your visitor at reception. If you are unable to, arrange for someone else to meet them. • Ensure they have read and signed the Safeguarding Agreement (to be kept at reception) and are given a copy of the leaflet. • Ensure copies of DBS and photo ID are taken upon arrival and given to reception <p>Is this visitor likely to attend the school regularly? Yes No</p> <p>If they are likely to be a regular visitor, reception must send the DBS details to Caroline Sharp in HR to be added to our list of approved visitors.</p>			

CONFIDENTIAL PP FINANCE REQUEST FORM 2022-2023

TO BE COMPLETED BY REQUESTING STAFF	Student Name/List of Students:	Year Group(s):	Source of Request		
			Parent/Carer	Pastoral	Curriculum
	Category of Support <input type="checkbox"/> Acceleration – Progress/Attainment <input type="checkbox"/> Social & Emotional Support <input type="checkbox"/> Attendance <input type="checkbox"/> Family Engagement <input type="checkbox"/> Enrichment				
	Staff member making request: _____ Date: _____				
	Brief details and expected outcomes/impact:				
	Please indicate below		Amount:		
	Critical to curriculum <input type="checkbox"/>		Dept to Credit:		
	Additional to curriculum <input type="checkbox"/>				
HOY/ AHT	HOY/HOD/AHT for Year group Signed: _____		Request checked and supported Y / N Date: _____		
RETURN FORM TO LOLA RFFELL (FINANCE) PENDING APPROVAL					
Authorised by MICHELLE GERMAN, Deputy Headteacher Y / N					
Signed: _____					

**IMPORTANT: DO NOT
INCLUDE VAT CHARGES
IN YOUR**

**COSTING UNLESS STAFF
MEMBER IS PAYING &
SUBSEQUENTLY
CLAIMING REFUND**



Visit Name:	Date of Visit:
Anticipated number of remissions:	Number of free places:
Total Number of Students:	Total Number of Staff:
Total number of participants:	PP funded places:

Expense	Note	No.	Unit £	Total £
TOTAL COST:				
Cost per student:				
2.75% Schoolcomms fee				
1.5% Admin fee				
Total Cost per Student:				
Rounded to agreed cost of:				
Lead Staff		EVC		
Signed:	Date:	Signed:	Date:	

Safeguarding Information

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children has an important role to play. (Keeping Children Safe in Education)

If you have any concerns about a child at Bullers Wood School for Girls, it is your responsibility and legal duty to report it. Any concerns should be immediately reported to:



Mrs M. German
Designated Safeguarding Lead
mgerman@bwsgirls.org
0208 467 2280 X327



Mrs M. Hemmings
Deputy Designated Safeguarding Lead
mhemmings@bwsgirls.org
0208 467 2280 X436

Or the Headteacher – Mr S. Hardwick shardwick@bwsgirls.org

As a visitor to Bullers Wood School for Girls, I understand and agree:

- That I have read and understood my safeguarding responsibilities
- To wear the school lanyard at all times
- That I will not take any photographs or videos on the premises or of our students and staff
- That I will not bring any other persons onto the school site.

Signed:

Date:

Name:

Safeguarding Team

Designated Safeguarding Lead

Mrs Michelle German ext 327

Deputy Safeguarding Lead

Mrs Marie Hemmings ext 436

Heads of Year

Year 7 **Sara Lee** ext 409

Year 8 **Sinead Buckingham** ext 406

Year 9 **Emine Carter** ext 354

Year 10 **Sam Ayo Adepoju** ext 382

Year 11 **Jean Stevenson** ext 381

Year 12 **Nicki Mitchell** ext 383

Year 13 **Grace Venton** ext 384

Main School number 020 8467 2280

If you have any safeguarding concerns about any student, please email: safeguarding@bwsgirls.org

VISITORS

PLEASE READ CAREFULLY

VISITORS

All visitors and contractors coming in to the school must report to Reception. Please sign in in our visitors book.

Please use the visitor lanyard provided and make sure your ID is visible to students and staff. If issued with an **ORANGE** lanyard, please do not move around the school unaccompanied by a staff member.

At the end of your visit, please do not forget to sign out and return your lanyard.

SMOKING

The school has a '**NO SMOKING POLICY**' throughout its buildings or grounds

CAR PARKING

Car parking must be arranged prior to your visit and all vehicles are parked at the owner's own risk. If you have prearranged a car parking space, please enter your vehicle registration number in the visitors signing in book.

PHOTOGRAPHS

Visitors are prohibited from taking photographs whilst on the school site.

FIRE/EMERGENCY

In the event of the fire alarm sounding please leave the building by the nearest Fire Exit and report to the Receptionist at the Food Cube.

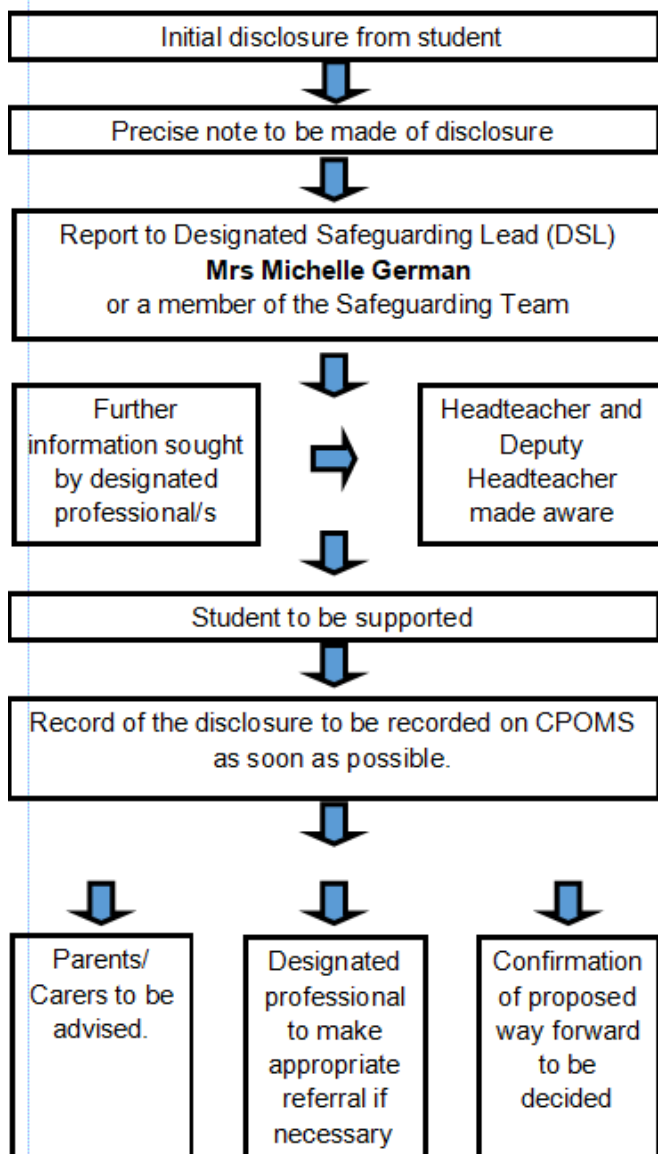


**Protecting our
students and
keeping them safe
from harm.**

**Please do not use mobile
phones on school
premises, except in
designated areas.**

*Keeping Children
Safe in Education*

**BULLERS WOOD SCHOOL
CHILD PROTECTION PROCEDURE**
Procedures to follow when a disclosure is
made (Same day immediate action)



**WHAT TO DO IF A STUDENT
MAKES A DISCLOSURE**

- It is not your responsibility to investigate further, but it is your responsibility to report your concerns

Prompt action is paramount

- Please listen to what the student is telling you, do not probe or ask leading questions. Reassure them calmly and gently that they have done the right thing in telling you. Tell the student what will happen next i.e. that the people who will be able to help them will be informed.
- Immediately inform a member of the Safeguarding team. The School's safeguarding policy will then be followed. Do not discuss this with anyone else other than the safeguarding team
- Record what the student has told you straight away while it is still fresh in your mind. The actual words spoken by the student should be used as much as possible. Specific facts relating to named people, dates, places and times etc should be recorded. Please email to: **safeguarding@bwsgirls.org**
- If you are unsure of what to do, please email: safeguarding@bwsgirls.org**

FOUR MAIN TYPES OF ABUSE

Be aware of potential signs of abuse

Neglect

Poor hygiene, dirty clothes, underweight, inadequately clothed, attendance issues—no phone call/email, lack of parental engagement.

Physical

Unaccounted injuries, repeat injuries, bruises around the face or head, slap or bite marks, fractures, burns/scalds.

Sexual

Detailed sexual knowledge, inappropriate to their age, promiscuity, excessively affectionate or sexual, fear of being alone, make sexual approaches to other children, urinary tract infection, drawing sexually explicit pictures, sexting.

Emotional

Eating disorders, persistent lack of affection, lack of physical interaction, lack of warmth and praise, lack of discipline and positive parenting, rejection, humiliation, victimisation, isolation within the family, fear of contacting home.