



Holte School

External Visitor Policy

Lead member of staff:	Mr A Oliver – Deputy Headteacher Inclusion / Designated Senior Person for Child Protection
Legislation Status: (Statutory/Non-Statutory)	Non-Statutory
Local Authority Model Policy or School Written Policy:	School written policy
Required on school website:	Yes
Revision Date:	May 2023
Date Ratified By Full Governing Body:	June 2023
Signed By Chair Of Finance Building & Pay Committee:	C Hardy

At Holte School we are committed to creating a safe and inspiring place for all children to learn and develop, where children's rights are respected, their talents are nurtured and they are able to thrive as individuals and as a community. The UN Convention on the Rights of the Child (CRC) is at the heart of our ethos and our curriculum.

The four guiding principles of the UN Convention on the Rights of the child state that:

- All children are entitled to the same rights without discrimination of any kind.
- All actions concerning children will take into account the best interests of the individual child or group of children as the primary consideration.
- All children have the right to survival and development.
- Children have the right to express their views in all matters affecting them.

Holte School is committed to the guiding principles of the Convention and is actively committed to promoting all articles of the convention in all areas of the school and its work. The following articles are protected and promoted through this policy – articles 3, 19 and 28.

At Holte School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Holte School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from harm and also ensuring they are not exposed to extremist ideas and influences.

Holte School welcomes visitors from the local community and external agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our pupils with a broad, balanced and enriched programme. We see the inclusion of visitors' input into the curriculum as one means of ensuring that we meet this aim. This enables our pupils to question and learn from 'experts' from various walks of life and disciplines which allows our them to gain a wider view of the world and gain insight into the lives of other people.

Vetting Procedures:

The following vetting procedures are implemented to ensure the safety and security of all parents, pupils, staff and visitors. These procedures have been carefully designed to ensure the school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

The following procedures should be followed by all school staff involved in organizing visits from external agencies and speakers whether this is a one-off or part of a planned program of visits:

- Discuss your plans for using an external speaker or external agency with your Line Manager and complete the relevant EVA paperwork. This needs agreement with Deputy Headteacher Curriculum or the Headteacher before progressing with the visit.
- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.

- Discuss and agree the aims/desired learning outcomes of the session or sessions. Ensure the visitor is briefed on professional boundaries and that their dress meets the standards expected of staff at Holte.
- Ensure the visitor/external agency learning outcomes complement the school curriculum, the specific schemes of work for the area they will be working in and are in line with school policies. (This is particularly important in potentially sensitive areas such as SRE, Drugs, Radicalisation/Extremism etc).
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate. Where possible obtain testimonials or feedback from other schools that have worked with the visitor/external agency. Where possible the school contact should also see the material/presentation that is to be used before the event to ensure it meets with expectations and fulfils our requirements.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils in the session or sessions they will be delivering. This may include the age and gender ratio of students, ethnicity and culture of students and special education needs (if applicable);
- Ensure each visitor/ external agency is aware of pupils in their session with SEND and/or specific medical needs e.g. asthma, anaphylaxis.
- Ensure the activity meets Health and Safety guidelines.
- The name of the external visitor/organisation should be given to the PA to Headteacher who will carry out an online check of the person/organisation to ensure that their planned input meets with the ethos and requirements of the school.
- Staff must ensure such visitors are aware of school's core policies such as Safeguarding/Child Protection and provide access to any further relevant documentation e.g. SRE policy, Drugs/Substance Misuse policy or any other policy that will help the visitor in the delivery of their session.
- All staff must inform the relevant people of the intended presence and remit of the visitor by way of the Visitors Book.
- Ensure each visitor who will have contact with children has been given a copy of the 'Safeguarding and Child Protection guidance for visitors'.
- No visiting speaker or deliverer from an external agency should ever be left alone during their visit. A member of Holte staff will always be present during the session and they will be responsible for class discipline, monitoring and evaluation. The visitor will only be unaccompanied when in the staff room. If the frequency of the visitor is 3 or more times in one month period a Letter of Assurance must be provided to the PA to Headteacher in advance of the visits to confirm all statutory safeguarding checks have been undertaken for the visitor to attend a school setting, in line with Keeping Children Safe in Education guidelines.
- The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, fees paid.

The following flowchart provides a simple breakdown of the procedure to follow when arranging an external speaker or external agency to deliver to our pupils.

A member of staff discusses with their line manager the use of an external speaker or external agency to further pupils' understanding of a specific topic/issue.



A clear aim and desired learning outcome is decided upon. The school contact must be sure that the external speaker/external agency has the necessary skills/expertise to deliver age appropriate sessions that will enhance pupils' learning.



An Educational Visits form should be completed to ensure that the input has been signed off by the necessary parties.



The name of the external speaker/external agency should be passed to PA to Headteacher who will conduct an online check of the individuals/organisation concerned. The results of this check will be conveyed to the school contact.



When the Educational Visits Form and the online check have been completed, the school contact should ensure that the individual/organisation is briefed on professional boundaries and that their dress standards meet Holte expectations when they visit. Their name should be added to the Visitors' Book so it is always known how many external visitors are on site.



Details of the pupils involved in the session or sessions should also be conveyed, including SEND information, to ensure the session or sessions can be as inclusive as possible.



The individual/organisation should be met at Reception by the school contact. They should be given a copy of the 'Safeguarding/Child Protection information sheet for Visitors' and they should sign in and produce photo ID. Their Visitors Badge should be worn prominently at all times.