



# **SAFEGUARDING: PSA VISITING SPEAKERS AND VISITOR POLICY**

Date reviewed: September 2024  
Date of next review: September 2025

## SAFEGUARDING: PSA VISITING SPEAKERS AND VISITOR POLICY

### Visitors' Speaker Policy

SAT places great value on broadening students' understanding beyond their academic curriculum, and as such we welcome external visitors to our schools to share their knowledge and experiences with our student body.

However, it is essential to ensure that the visitor and the resources they use are appropriate for our students and are in line with the values of the school, as well as the wider statutory responsibilities (Impartiality, Equalities, Prevent, Safeguarding, Citizenship, RSHE, British Values, SMSC etc.). Where a speaker is talking about Sikh faith, the name, organisation and materials are to be vetted by SSST via the Chair of the Sikh Ethos Committee.

To ensure appropriate safeguarding measures are in place, the following checks must be made before any visiting speaker is confirmed.

	<b>Risk Assessment Checklist</b>	<b>Please fill in</b>
1	Name of speaker	
2	Date and length of visit	
3	Organisation that the speaker belongs to	
4	Topic of talk	
5	Member of staff responsible for the visitor	
6	<b>Has the visitor been verified through an appropriate individual/organisation as being an appropriate speaker for our students?</b>	
7	Has the visitor provided a valid DBS certificate to Reception?	
8	Will the visitor be accompanied by a member of staff at all times?	
9	<b>Have the visitor's presentation (including materials) been checked in advance by a member of the Senior Leadership as to whether it is appropriate for the students? If you have any concerns speak to the DSL or Headteacher.</b>	
10	Which members of staff will be present at the talk and any subsequent questions?	

As a matter of courtesy for our guests, please ensure they are provided with water for their talk and that a student has been given the task and trained to offer a vote of thanks at the conclusion of the talk.

Staff Member Signature: .....

SLT Line Manager Signature: .....

The UKCIS [external visitors guidance](#) helps staff and the schools to ensure the maximum impact of any online safety sessions delivered by external visitors

## Visitor Policy

It is important for the Headteacher and LG Line Managers to be aware of any visitors to school at any time. Please read the bullet points below and complete the Visitors Safeguarding Proforma if you wish to invite a visitor to the school. It needs to be signed by your Line Manager and the Headteacher and emailed to reception at least 3 days prior to the visit.

### Safeguarding arrangements for staff and pupils:

The following systems are in place to ensure safety at all times:

- There school reception entrance is secure and the gates leading into the playground are locked.

### Safeguarding arrangements for visitors:

- All adults who work on site (including all non-teaching staff) have to have Disclosure and Barring Service (DBS) clearance. This also includes people who are working on temporary contracts around the school, e.g. repairing equipment or building.
- If you wish to invite a visitor to the school, you should first liaise with your SLT Line Manager. If they approve the visit, you must complete the attached pro forma for the visit. This is to be approved at least one week in advance and emailed to reception 3 days in advance.
- All visitors should enter the school via Reception only.
- All visitors have to sign in at Reception, and are given a visitor's pass with a photograph. This must be displayed at all times and left at reception on the way out. Any visitor not displaying their lanyard must be stopped and challenged.

The colours of the lanyards are as follows:

Lanyards	
Staff	Black
Visitors with DBS	Yellow
Visitors - NON DBS	Red

- Any visitor who will be alone with a child must show evidence of DBS clearance.
- **Any visitor without DBS clearance must be supervised by a member of staff at all times.**
- Any visitors who will be working with pupils (additional lectures, running workshops, etc.) must also adhere to the Visitor's Speaker Policy.

**VISITORS  
SAFEGUARDING PROFORMA**

<p><b>VISITORS FORM</b> Safeguarding procedures for allowing non-regular external visitors (including workmen) onto the school premises. This includes anyone who cannot provide an updated disclosure form or DBS number.</p> <p>All members of staff responsible for the visitor must complete this form, sign it and email it over to reception <b>at least 3 days before</b> the visit takes place. An electronic copy of this form is available on the Dashboard</p>	
<b>Date &amp; time of visit</b>	
<b>Name of visitor</b>	
<b>Company/Organisation</b>	
<b>Reason for visit</b>	
<b>Any disability requirements</b>	
<b>Staff member responsible for visitor/visit</b>	
<b>Staff member collecting visitor</b>	
<p>By signing below you are confirming that this visitor will remain with you at all times whilst on the school premises.</p> <p><b>Staff Member</b> Date:</p> <p><b>Authorised by SLT member</b> Date:</p> <p><b>Authorised by the Headteacher</b> Date:</p>	

The Headteacher has overall responsibility for any persons on the school site and must authorise the visit beforehand.