

## External Visitors & Guest Speakers Protocol

Document	QSE 1
Policy owner:	Vice Principal for Quality & Student Experience
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Version	1.1
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Applies to:	<p>The policy applies to:</p> <ul style="list-style-type: none"> <li>• All teaching and non-teaching staff employed by the college</li> <li>• All external visitors entering the college during the college core day or for evening activities (including peripatetic tutors, sports coaches, guest speakers etc.)</li> <li>• All governors</li> <li>• All parents / carers</li> <li>• All students</li> <li>• Education personnel (Local Authority Advisors, Inspectors, Social workers, awarding body external verifiers)</li> <li>• Building &amp; Maintenance Contractors</li> <li>• Volunteers</li> </ul>
Monitoring and evaluation:	Safeguarding and Health and Safety Committees

### Associated documents/policies for this document:

	<b>College Safeguarding Policy</b>
	<b>Control of Contractor Procedure</b>
	<b>College Student Enrichment SLA</b>
	<b>College Health &amp; Safety Policy</b>

Principles	<p>Visitors are welcome to the College and they make an important contribution to the life and work of the college in many ways.</p> <p>As a college we aim to provide our students with a broad, balanced and enriched curriculum which reflects our diverse and celebrates the multi-cultural and diverse backgrounds of the student cohort. We see the inclusion of external visitors' input into the curriculum and enrichment as one means of ensuring that we meet this aim.</p> <p>This enables our students to question and learn from people from various walks of life and disciplines, gaining a wider insight into the lives of other people and the world in which we live as part of our wider college commitment to promote and instil the key 'British Values' in</p>
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	<p>our community. We recognise the valuable contribution this makes to learning, work readiness and life experiences.</p> <p>It is the responsibility of the College to ensure that the security and wellbeing of its students and staff is not compromised at any time by having a set of protocols to manage external visitors. Staff arranging visitors are expected to be aware of most recent DFE statutory guidance on Keeping Children Safe in Education.</p> <p>All individuals – visitors and others – present on College owned or controlled property shall conduct themselves in accordance with the law. If an individual engages in behaviour or conduct that is inconsistent with this policy or any other College policy or that is otherwise inconsistent with the best interests of the College, the individual will be asked to refrain from such conduct and may be asked to vacate College owned or controlled property at once.</p> <p>Failure to adhere to this request may result in law enforcement being summoned to take appropriate action, including possible removal for trespassing.</p> <p>The College is a private institution and, as such, reserves the right to lawfully restrict or prohibit access to College owned or controlled property and to prohibit certain individuals from being present on College owned or controlled property at any time at its discretion.</p>
Purpose	<p>The College is responsible to the whole college community for ensuring that visitors comply with the guidelines to enable the College to co-ordinate and monitor safeguarding and health &amp; safety issues for visitors and external guest speakers to follow a process of registration and risk assessment where appropriate. (Form QSE1a)</p>
Process & arrangements	<p>All staff should inform reception of expected visitors in advance via email to reception staff.</p> <p>All visitors &amp; guests should report to reception/security desk on arrival as per the College's safeguarding processes and state the nature of their business.</p> <p>If a visitor has a booked appointment with a member of staff then the front of house procedure is to be followed:</p> <ul style="list-style-type: none"> <li>• All visitors arriving on site should be requested by security/reception to see a form of identification or college email confirming expected attendance on site.</li> <li>• The visitor will not be allowed on site until the named person has been contacted and the visit agreed.</li> <li>• If a visitor is arriving by car, allocated guest parking must be booked in advance. On arrival where necessary gate staff will inform Campus Officers who will greet the visitor at the entrance door and will escort them to reception.</li> <li>• The usual procedure will apply from then on with signing in at reception/security desk.</li> <li>• All visitors will be asked to sign the Visitors' Record Book which is kept in Main Reception at all times with sign in time before entering the college premises.</li> <li>• All visitors will be required to wear a green visitor lanyard and identification badge and read the information Visitor Information Leaflet/Safeguarding Leaflet and the protocols contained therein.</li> <li>• All visitors must follow any emergency evacuations procedures as directed by the accompanying staff member.</li> <li>• At the end of the visit the visitor must be escorted to security and reception and must be signed out with a returned ID card and lanyard. Enter their departure time in the Visitors' Record Book alongside their arrival entry.</li> </ul>

	<ul style="list-style-type: none"> <li>• Visitors requiring supervision will be wearing green visitors' badges and lanyards.</li> <li>• Prior to guest speakers being engaged for on-site session or virtual delivery online a risk assessment form must be completed by staff arranging the visit and signed off by the area line manager.</li> </ul> <p>Learners are not allowed personal visitors on site.</p>
<p>External Visitors/guest speakers</p>	<p>In this guidance an external visitor guest speaker is anyone who is not a regular member of college staff but enters to work alongside teaching staff or other enrichment staff, supporting the planned delivery of any curriculum activity. Any external visitor who has unsupervised access to children or who works in the college on a regular basis will be subject to DBS checks.</p> <p>Given that most external visitors will come to the college infrequently and will not be left in sole charge of students, DBS checks will not normally be required. An external visitor who has not had a DBS check will not be left in sole charge of a student or students.</p> <p>In all instances, whether or not the external contributor is DBS checked, it is strongly recommended that a teacher is present in the classroom for the whole of each lesson or enrichment staff for communal areas, so that they can maintain responsibility for class management and devise follow-up work to reinforce student learning and engagement.</p> <p>Visitors should not have phones or cameras out whilst in the presence of students and should not take any photographs or videos of students. The college will confirm who is allowed to participate in any photographs and videos.</p> <p>Large events delivered by external guests may need support from Estates Team and IT helpdesk and requests for support should be made at least 1 week in advance via an online request for logistical support in room set up.</p>
<p>Parents/carers</p>	<p>In usual circumstances parents should visit the College with a pre-booked appointment with a relevant member of staff.</p> <p>If a parent or guardian attends College as a visitor and asks to see their child without a pre-booked appointment Campus Officers or Reception staff should not allow access to any College site and the duty manager should be called.</p> <p>If general personal data from a visitor is requested in relation to a learner this must not be Disclosed to a parent/carer.</p> <p>The parent/guardian must wait in reception whilst the duty manager ascertains the identity of the visitor and if content they wish to ascertain with the learner that they are happy to meet with the visitor/parent/guardian.</p> <p>The duty manager should log details of all incidents of parents coming to the College to look for a child in the duty manager log report with copy sent to the Head of Safeguarding and Welfare and/or deputy DSL</p> <p>Under no circumstances are visitors allowed to access College to 'look' for learners/dependents.</p>
<p>Contractors</p>	<p>There is a separate policy and process for contractors. <b>Control of Contractor Procedure</b>  Before any maintenance contractor is invited to the college, the relevant Estates personnel should complete relevant form called "A permission to work" form must be signed off by The Group Head of Estates with a clear explanation as to the relevance and purpose of the visit and intended date and time and duration for the visit.</p>

	<p>Please note if you wish your contractor to have unsupervised access to a college site when students are present they must have an Enhanced DBS and/or Bared List checking, dependent on the nature and regularity of the visit and be able to supply written confirmation that there has been no break in service since their Enhanced DBS was issued.</p> <p>Maintenance contractors who will primarily be engaged to work during college core hours will be met by the designated Estates contact, who will undertake a risk assessment prior to their arrival. Where possible all maintenance contractors should hold a current enhanced DBS (which includes barred list information) where they are engaging in regulated activity.</p> <p>All contractors carrying out emergency work during term time will be accompanied by site staff at all times unless the college has evidence that the appropriate safeguarding checks have been completed. The Estates facilitator will undertake a risk assessment. Where possible all maintenance contractors should hold current enhanced DBS clearance (which includes barred list information). All regular contractors to college should have Enhanced DBS clearance.</p>
<p>Police requests for access</p>	<p>Unless law enforcement have been called to college for an incident or by appointment, they should be held at Reception until a Duty Manager, Head of Safeguarding and Welfare or member of the Safeguarding Team are called to assist.</p> <p>If police hold an arrest warrant, they must be granted access. They should be accompanied while on site.</p> <p>An email should be sent to key recipients with notification of “police on site” email as designated to identified key staff including Exec and Directors of Curriculum and Head of Safeguarding and Welfare and any deputy DSL’s by duty managers and campus security.</p> <p>Police officers are requested to complete visitor registration for college records.</p>
<p>Role of staff and guest speakers</p>	<p>When planning to invite a visitor to engage with students (i.e. – enrichment workshops, curriculum provision, etc) staff should consider the following points or undertake the following actions:</p> <p>Does the input enhance learning and have a clear place in the curriculum/enrichment?</p> <p>What value they are adding that is different from what the teacher and college can do alone?</p> <p>Are the values of the visitor clear, do they differentiate between fact and opinion and how can we be sure there is no hidden agenda behind their visit?</p> <p>What experience have they had working with colleges and young people previously? What are their reasons for working with colleges?</p> <p>Is there evidence that the visitor has had a DBS check?</p> <p>Carry out a Google search on the visitor – what exactly do you know about their background? For example, are they members of a specific extremist organisation?</p> <p>Does the input support the capacity of college to deliver good quality curriculum, enrichment and work related activity?</p> <p>Is the visitor adequately trained and competent to deliver content?</p> <p>Is their knowledge and experience relevant and appropriate to the nature of their visit?</p> <p>Does the input from external visitors comply with the Equalities Duties and will it provide a balanced view of any social, economic, religious or political issues?</p>

	<p>Will the external visitors want to take photographs or videos of their activities in college? If so, for what purpose? If so, a learner consent agreement to use of photos/video must be in place.</p> <p>Does the external visitor want to use their visit as an opportunity to raise funds?</p> <p>Will staff and students have an opportunity to evaluate input from external visitors?</p> <p>A risk assessment form for guest speakers (Appendix 1) should be completed by the Head of School / Head of Student Services in advance of any guest speaker visiting for curriculum/enrichment delivery.</p>
<p>General Guidance for guest speakers</p>	<p>All external visitors should work within college policies relating to handling sensitive issues and confidentiality, health and safety and any specific policies relating to subject content such as drug education and sex and relationship education. It is not appropriate to encourage students to reveal any personal information that may incriminate themselves or others. If visitors come to give talks to students on topics that may be sensitive, they must be made aware of the ground rules used in classrooms:</p> <p>No one (teacher, external visitor or student) will have to answer a personal question  Everyone has the right to pass and not answer a question if they do not wish to  Names of individuals should never mentioned in discussions or questions  Only the correct biological names for body parts should be used  Meanings of words should be explained in a sensible and factual way</p> <p>We would expect all external visitors to value diversity, be aware of the importance of social inclusion and promote equal opportunities. All presentations must give provide balanced viewpoints on the topic / theme covered to empower our students to reach well informed personal conclusions and judgments.</p> <p>All visitors should be aware that staff at the college have the right and responsibility to interrupt and/or stop a presentation for any violation of the expectations outlined above in breach of Equality &amp; Diversity. In addition, all visitors should be aware that any visits to college, with the purpose of raising funds for a specific cause, must be authorised by the Deputy Principal prior to their visit to college.</p> <p><b>Confidentiality</b>  We expect all guest speakers/visitors to:</p> <ul style="list-style-type: none"> <li>• Help us in providing supportive opportunities for students to talk</li> <li>• Only talk in a professional manner about students and their families</li> <li>• Never promise unconditional confidentiality to a student</li> <li>• Where other professionals work to their own codes of practice, confidentiality must be clearly explained to students from the outset</li> <li>• Where worries exist about a student's safety as a result of their contribution to a workshop or lesson delivered by an external visitor, the visitor must refer this concern immediately to the member of staff present with them in the room</li> <li>• Potential safeguarding issues i.e. risk of significant harm, must always referred to the Head of Safeguarding and Welfare or deputy DSL.</li> <li>• All visitors must not provide students with their personal contact details, email address or social media contact details.</li> <li>• All external visitors must not take any personal information from students during their visit, i.e. – mobile number, e-mail address, social media log-in details, etc</li> </ul>
<p>Volunteers</p>	<p>We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the college, in whatever capacity, will be given the same consideration as paid staff for a DBS.</p>

	<p>Where a volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with students. However, if a parent or other volunteer is to be in college regularly or over a longer period then they will be appropriately checked to ensure their suitability to work with children. As outlined in 'Keeping Children Safe in Education); <i>'A supervised volunteer who regularly teaches or looks after children is not in regulated activity' and 'an enhanced DBS certificate, which does not include a barred list check, will be appropriate'.</i></p>
External Specialist Support	<p>Key designated College staff contact external agencies with regard to them offering education or learning support (e.g. Sensory Impairment Service, Educational Psychologist) and visitors from these agencies should at all times sign in at Reception to follow our on-site safety procedures. If regularly engaged a DBS must be sought and a local copy retained prior to unaccompanied activity. Arrangements for such visitors is coordinated via the ALS Manager.</p>
Trainee Teachers/ agency staff	<p>All necessary checks will be carried out for trainee teachers or agency hourly paid staff to secure an Enhanced DBS certificate before the trainee teacher/agency staff member is allowed to engage in regulated activity via Human Resources.</p>
Monitoring	<p>As part of their induction, new staff, including agency staff, will be made aware of this policy and always asked to ensure compliance with these procedures . Records of staff records will be maintained by HR with regular reporting as part of staff compliance to Governors and the Safeguarding Committee.</p>
Equality & Diversity	<p>Visitors should not openly discriminate against any individual or group based on age, gender, socio-economic or cultural background, or sexual orientation. Potentially controversial issues, such as abortion, sexual exploitation, honour violence and gender-based violence, sexual identify and radicalisation, should be handled sensitively and provide a holistic, non-judgemental and well balanced overview of the issues.</p> <p>We would expect all visitors to support the college commitment to promote 'British Values' (democracy, rule of law, mutual respect, tolerance of different religious backgrounds and personal liberty) and not advocate a view that may undermine or challenge these values. Visitors should not actively encourage students to join a specific political party or extremist organisation. Visitors should not advocate the benefits of one religion over another or criticise the beliefs and practices of any religious group.</p>

## **Annex 1**

Visitor information leaflet

## **Annex 2**

QSE 1a form: Visitor request assessment