



**APPLEFORD SCHOOL**  
**ACCESS BY PEOPLE OUTSIDE THE SCHOOL**  
**and**  
**VISITING SPEAKER POLICY**

**This policy applies to the whole school, including boarding**

*This policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

(Child or pupil is interchangeable in this policy as is appropriate and the age range of the students at Appleford is from 7-18)

**We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.**

**Scope:** All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. This policy also takes into consideration the National Minimum Standard (NMS) for residential special schools (RSS). All new employees and volunteers are required to state that they have read, understood, and will abide by this policy and its procedural documents and confirm this by signing the Policies Register. Additionally, the Head of Boarding (HoB) is deemed to have control and responsibility for boarding Pupil anywhere on the school site during out of school hours, during pre- planned boarding activities and during off-site activities.

**Legal Status:** Complies with The Education (Independent school Standards) (England) Regulations currently in force.

**Monitoring and Review:** This policy is subject to continuous monitoring, refinement and audit by Mr David King (Headmaster). Dr Peter Gardner (Proprietor and Managing Director) will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy, and it is made available to them in either a hard copy or electronically.

Policy Agreed: September 2024

Policy Published (including on the website): September 2024

Next Review: September 202

Signed:

Dr Peter Gardner  
(Proprietor and Managing Director)

Mr. David King  
Headmaster and Company Director

**Related Documents:** This policy should be read and understood in conjunction with our:

- Safeguarding (Child Protection) Policy
- British Values Policy
- Online Safety (Inclusive of Cyberbullying, Acceptable Use and Social Media)
- Prevent Policy (Incorporating Freedom of Expression Policy)
- Photography and Filming Policy
- Safer Recruitment, Selection and Disclosures Policy and Procedure and Single Central Register for Staff Appointments

*Appleford school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all Pupils fulfil their potential.*

**Overview and School Protocol:** The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Headmaster].

The School will undertake a risk assessment before agreeing to a Visiting Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The School will obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the School may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.

A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to [Headmaster] as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a School employee whilst on School site, including being escorted to reception to ensure that they have return their visitors' badge and signed out. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present. Visiting Speakers should be advised of the school's emergency evacuation procedure (see policy on fire safety) and the way to the assembly point, and will be notified if the school is expecting a fire alarm.

On arrival at the School, Visitors are required to sign in with reception, or with the Boarding House outside of school hours. Visiting Speakers will be required to show 2 forms of original current identification, including a photograph such as a passport or photo card driving licence, and will be asked to sign the visitor's book. [The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on school site.] Where possible, the School Receptionist should be informed in advance of the date and name of the visitor. The request for evidence of identification can be made prior to a visitor entering the school. Otherwise, the identity is produced at the time of arrival. Visiting Speakers will also be briefed on the School's Safeguarding Policy and should confirm to the School that they have the appropriate DBS check (unless the Visiting Speaker's employers have already confirmed that their staff have had the appropriate checks).

The School will keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations. The School may also process details of the Visiting Speaker's health where necessary in order to protect their health and safety. Any information gathered will be kept in accordance with the School's Data Protection Policy and the Staff Privacy Notice

**Policy Statement:** At Appleford school, we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time, we recognise the importance of maintaining a safe, healthy, and secure environment for all those children and adults connected with school. Appleford School receives visitors for many different reasons on a daily basis however, difficulties may arise with visitors who are not accustomed to Schools and in order to match expectations for the purpose of compliance, it is necessary to follow the guidelines in this policy.

Our Visiting Speaker Policy aims to provide key information regarding access for individuals who are not members of the school community. This includes, but is not restricted to, visiting speakers. Appleford school has in place a clear protocol and procedure for the admittance of Visiting Speakers which being understood by all staff and the Advisory Board, conforms to the school safeguarding (child protection) policy and procedures. This protocol is designed to ensure for all visiting speakers a warm, friendly and professional welcome.

The school has a legal duty of care for the health, security and wellbeing of all pupils and staff, inclusive of the duty to safeguard all pupils from any forms of harm, abuse or nuisance. It is the responsibility of the Headmaster and Designated Safeguarding Lead (DSL) to ensure that this duty remains uncompromised at all times.

In performing this duty, the school recognises that there must be no complacency where child protection and safeguarding are concerned. Therefore, all visitors are required to comply with the following policy and procedures.

Failure to do so may result in the Visiting Speaker being escorted off the school site.

Whilst certain staff have specific duties in relation to health, safety and welfare, all staff have a personal responsibility for the safety and security of themselves, and of pupils, colleagues, and visitors. The school premises are private property.

At times we are able to utilize visitors to the school as an educational resource. We value their contribution and welcome the opportunity to draw upon the wider community and to benefit from the unique contributions that can be made to the knowledge, understanding and experience of our pupils. When large numbers of visitors are at the school for meetings, concerts and other major events, brief announcements are made advising them of the location of emergency exits and assembly point that is to be used in the event of fire alarms sounding.

However, difficulties may arise with visitors who are not accustomed to schools and in order to match expectations for the purpose of compliance, it is necessary to follow the guidelines in this policy. For this reason, the school's rules apply to all those working at Appleford school and all those visiting. For the purposes of this policy, we define visitors as being all those on the school site who are not regularly based or employed by the school. Police alerts regarding 'access control', when advised to the school, are circulated immediately to all staff by email.

**Unknown/Uninvited Visitors:** Any visitor who is not wearing an identity badge, or whose badge is not visible, should be challenged politely to enquire after their identity and their business in the boarding house. Should a visitor fail to answer satisfactorily and/or produce an identity badge, the nearest member of staff is to be notified, and must contact Security as a matter of priority. The unknown visitor should then be escorted off the premises.

In the event that an unknown/uninvited visitor refuses to comply, security should be contacted and the above procedure applies. In addition, the Headmaster must be informed immediately and decide whether or not it is necessary to inform the police. If an unknown/uninvited visitor becomes aggressive or abusive, then the above procedures apply, and police assistance is to be called for immediately.

**Access to both the Boarding Accommodation and Main school Building:** The school ensures that reception is staffed throughout the day. There is also a twenty-four-hour presence by staff within the boarding house, and boarding staff are on duty outside of school hours. A DSL can be access at any time when a pupil is present on site, as well as a pediatric first aider. Visitors are managed and supervised at all times when on school premises. Procedures are in place at Appleford to ensure that 'unchecked' adults do not have unsupervised access to boarders or their accommodation. The Head of Boarding is to ensure that necessary supervision is in place for such visitors, who should be authorised (and properly 'badged') on arrival. The Headmaster has the right to seek the removal and to prohibit from the school site, any person whose presence constitutes a risk to the safety or well-being of any member of the school community.

Staff and Pupils are advised that Visiting Speakers should not be let into the premises without an appropriate visitor's pass. The signing in system provides us with a robust means of identifying and locating any visitors who may still be on the premises in the event of a fire evacuation. The ID badges also provide a visible way for staff to identify and challenge any strangers not wearing a pass as to their purpose of being in the building and request that they either report back to Security to be signed in, or request assistance from other staff members if it is felt they pose a threat.

On signing in, visitors are given a 'Guidance for adults visiting or working at Appleford school' leaflet, containing safeguarding, first aid, child protection and fire alarm procedures.

**Visiting Speakers' Departure from the school:** All visitors must sign out using the InVentry system before leaving the school, and must return their issued photographic identification card.

**Visiting Speakers Policy (Procedures and Protocols) in compliance with the Prevent Duty Guidance (currently in force):** The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

On arrival to site, the Visiting Speaker must be asked whether they have read the Visitors' Protocol. If not, they are to be asked to read the laminated copy that is held at the school Reception point and sign that they have read, understood and will abide with the protocol as a condition of being allowed access to the school.

Appleford school sets out, as follows, clear protocols for ensuring that any visiting speakers – whether invited by staff or by pupils themselves – are suitable and appropriately supervised. The school follows the government advice and trusted resources for schools to safeguard pupils from radicalisation, build resilience to all types of extremism and promote shared values. (For more information, please refer to [EducateAgainstHate](#))

Speakers enrich our pupils' experience, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the school and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations. Therefore, the Appleford School protocols are as follows:

- The formal invitation requires a clear outline by the speaker of their presentation in advance for approval by the school Headmaster. The speaker is also required to provide a written biography of themselves
- The formal agreement outlining the school's commitment to equality and British Values is to be signed by the Visiting Speaker. This agreement also makes clear that a presentation will be brought to an early end if the content proves unsuitable
- The Visiting Speaker will be informed, in writing that school staff will be present during the visit including a member of the OMT who will monitor the speech to ensure it aligns with the values and ethos of the school and British values
- The Visiting Speaker will also be informed, in writing, that there must be no attempt to raise funds without the prior written permission of the Headmaster
- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- The organiser must undertake due diligence, inclusive of suitability and background checks on the speaker and any organisation they represent, a biographical internet search and of any organisation they represent. The findings are to be submitted to the school Designated Safeguarding Lead (DSL) and the Headmaster
- The Appleford School Visiting Speaker Form (Appendix B) must be completed well in advance of the visit. This is to be authorised by the Headmaster and where relevant the Head of Boarding. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate with the ethos of the school
- The Organiser must send a copy of the Appleford School Guidelines for Visiting Speakers (Appendix B) to the speaker well in advance of their visit
- The member of staff responsible for the invitation must inform the Visiting Speaker that USB sticks must not be brought into school and that any presentation/material etc. must be sent, for scrutiny, to the organiser in advance
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing
- The Headmaster will keep a formal register (copied to the Head of Boarding) of all visiting speakers. Any information gathered will be kept in accordance with the school's Data Protection Policy
- Visitors to provide photo ID upon arrival at school. Security and the organiser must check this and verify the Speaker's identity
- Visiting speakers are to be risk assessed and be accompanied at all times and are not to be left unsupervised with Pupil at any point

**In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, the school will interrupt and/or stop a presentation.**

The organiser will conduct a post-event evaluation of how the visit met the needs of our Pupils with an opportunity for feedback from staff and noting any contentious subject areas or comments. This will assist when making decisions about whether to invite the speaker back for future events

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## VISITING SPEAKERS' INFORMATION SHEET

**We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.**

**Health and Safety:** Nothing is more important than safety. Every task must be performed with safety in mind. Appleford school aims to provide a safe and healthy working environment. If you have any suggestions that might help in this process, please contact the school Office who will pass them to our Headmaster.

**First aid:** For all First Aid requirements please contact the school Nurse. Please give the extent of the injury and the location of the person or persons. **All accidents and near misses must be reported to the school Office.**

**Arrival on site:** On arrival you will be required to sign in with Security and you will be given a Visitors' badge.

- You are required to wear your Visitors' ID and lanyard **AT ALL TIMES**
- When departing from the site you will be required to sign out from reception.

### **Fire safety, On discovering a fire:**

- Sound the alarm by breaking the glass at one of the call points clearly displayed in red fire boxes. These are located throughout the school and there is a call point next to the main door.
- Evacuate the building from the nearest available exit and go to the muster point in front of the main school building.
- Report to the Headmaster or OMT stating the type and location of the fire.

### **On hearing the fire alarm:**

- Immediately when the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you (the nearest escape route is displayed in every room)
- Do not run or panic. Go to the evacuation point
- Report to the Administrator at evacuation point to be checked against the Visitors' log.
- Do not return to the building until you are instructed that you may do so.

**Disabled Visitors:** If you are disabled and feel that you may require assistance during an evacuation of the building, please advise the staff when you check in with security. Arrangements can be made to assist with your evacuation.

**Smoking:** The school operates a strict non-smoking policy throughout all school buildings.

**Photographs:** Visitors to the school should not use cameras, including a mobile phone camera. Please see our Online Safety Policy for more details.

### **Warnings and Threats**

- In the event of a decision to evacuate the building as a result of a warning or threat, the fire alarm will be sounded as normal.
- Immediately evacuate the building by the nearest exit ensuring doors are closed behind you.
- Go to the evacuation point
- Report to the Administrator at the evacuation point to be checked against the InVentry system.
- Do not return to the building until you are instructed that you may do so.

### **Security**

- Visitors must accept responsibility for the security of their own property.
- Please keep briefcases, laptops and bags etc. with you at all times whilst on site. Also keep personal belongings and paperwork safe.
- Appleford school will not be held responsible for the loss of visitors' personal property

### AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

**ORGANISER: Please remember to ask the speaker to sign this form on the day of their visit. Then upload it to the 'Visiting Speakers' folder in 'Staff Room' drive, in the appropriate section.**

Appleford School is committed to safeguarding and promoting the welfare of its pupils and expects all staff, volunteers and visiting speakers to share in this commitment.

The visiting speaker agrees as per the Prevent Guidance to the following terms and conditions:

- The Presentation must be appropriate to the age and maturity level of the pupils' audience.
- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any act of terrorism including individuals, groups and organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmistress.
- Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

**I have read these guidelines and agree to abide by them.**

Visiting Speaker's name (printed):	
Visiting Speaker's signature:	
Date:	