

## POLICY AND PROCEDURES FOR VISITORS AND VISITING SPEAKERS

<b>Owner(s)</b>	Vice Principal
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<b>Governor committee</b>	Pastoral
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## **INTRODUCTION**

We welcome visitors to our School, and are grateful for the many ways they enhance the learning and personal development available to our girls. We ask our visitors to follow our Guidelines for Visitors (attached as Appendix A) to ensure their safety and well-being and that of our staff and pupils.

For staff inviting a visitor, please ensure that the Principal (Senior School) and the Director of the Junior School (Junior School) are aware in advance.

Queen's Gate School is aware of its duties under the Equality Act 2010 (as amended), including issues related to pupils, staff and visitors with disabilities and makes reasonable adjustments for all, where reasonably practicable.

Part I of this document refers to all visitors whilst Part II refers specifically to Visiting Speakers.

This policy should be read in conjunction with the School Safeguarding Policy.

## **PART I**

### **PROCEDURES FOR ALL VISITORS**

On arrival to either 133 or 126, all visitors will be welcomed into the school and asked to sign in on the digital sign in screen. They will be issued with a visitors' badge, and will be issued with an appropriate colour lanyard – mid-blue if they have completed our vetting procedures, red if not. They will be asked to present a valid form of identification.

Regular visitors, such as the Health and Safety Consultant, PSHE consultants or the Catering Area Manager, will be asked to comply with the necessary vetting procedures and wear evidence of their identity whilst in the building during School hours. They may then move around the premises unaccompanied. Their names will appear on our Single Central Register. Some other visitors, e.g. those from agencies providing PSHE presentations, will often already hold enhanced DBS clearance to allow them to work with children; any such arrangements should be checked well in advance and proof of checks will be required.

All visitors will be offered a copy of our Guidelines for Visitors (provided as a separate leaflet, shown in Appendix A). This leaflet includes links to other relevant policies, including our Bring Your Own Device Policy for Visitors and Visiting Speakers (attached as Appendix C).

All visitors will sign out on departure from the building, using the digital screens.

## **PART II**

## **PROCEDURES FOR VISITING SPEAKERS**

### **Overview**

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.

### **School Protocol**

All requests for outside speakers (be this from a pupil or school staff) must be made via the online [Visiting Speaker Form](#) (available on MyQG and QGBuzz), which will be reviewed by one of the two lead DSLs. Information on this form will provide a record of speakers, and will be retained in line with GDPR regulations.

The person inviting the speaker should carry out checks before agreeing to a Visiting Speaker attending the School to assess the speaker's suitability, in line with our duties under KCSIE and the Prevent strategy. These checks are detailed in the Visiting Speaker Form. In particular, the member of staff arranging the talk must obtain an outline of what the speaker intends to cover in advance of their visit. In some cases, it may also be appropriate to 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.

On arrival at the School, Visiting Speakers will follow the same procedures as all other visitors, as detailed above. All identity checks will be recorded on the Visiting Speaker spreadsheet linked to the Visiting Speaker Form. The member of staff who has arranged the visit will then ensure that ID is confirmed.

A member of school staff will be present during throughout the speaker's talk, and should monitor what is being said during the speaker's presentation 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, the member of staff present should discreetly and respectfully bring the talk to a conclusion, and then alert the SMT to what has happened.

## **APPENDIX A**

### **Text contained in Visitors' Welcome Leaflet**

Welcome to Queen's Gate, we hope you enjoy your visit.

As you will expect, the health and safety of all those on our site is our highest priority, and to that end we should be grateful if you would note the following guidelines.

1. In line with our safeguarding responsibilities, we do ask that you remain with an escort at all times while you are in the building. Your host will confirm if you are permitted to move around unsupervised.
2. Please wear your visitors' badge and accompanying lanyard throughout your visit.
3. Please note that the School operates a no smoking policy in the buildings and within 50 metres of each building.
4. The fire bell is a continuous bell. If it should sound, visitors should leave by the nearest exit and proceed to the Assembly area in Queen's Gate. Should the School go into a Security Lockdown, please follow the instructions given in the tannoy announcement.
5. All accidents must be reported to the Bursar or the School Office where the appropriate forms will be completed and given to the Principal.
6. First Aid boxes are available throughout the Junior and Senior Schools.
7. We ask that all visitors have regard to our Health and Safety Policy, which can be reviewed on our website; alternatively, please feel free to request a copy.

Queen's Gate is committed to the safeguarding of the young people in our care. If you observe or hear anything during your visit that causes you concern, please feel free to contact one of the Safeguarding Team, either by telephoning the School Office on 327 or by emailing [safeguarding@queensgate.org.uk](mailto:safeguarding@queensgate.org.uk).

The Designated Safeguarding Leads are:

- Charlotte Makhlouf – DSL (Junior School)

- Charlotte de la Pena – DSL (Senior School)
- Niki Holgate-Smith – DDSL (Senior School)
- Lydia Kyle – DDSL (Junior School)
- Poppy Shingles – DDSL (Junior School)

For full details of our safeguarding arrangements, please feel free to review our Safeguarding Policy online, or by requesting a copy from your host.

Where a visitor intends to use a digital device while on our site, we kindly ask them to review the provisions within our Bring Your Own Device Policy, contained in Appendix C of our Visitors' Policy, available online.

## **APPENDIX B**

### **Checklist for Staff organising a Visiting Speaker**

Questions asked/information required by the Visiting Speaker Form:

1. The name of the person completing the form
2. The member of staff responsible for supervising the speaker
3. The name of the speaker
4. The speaker's organisation and contact details, including web address if available
5. Date of event
6. Year groups involved
7. Agreed content of talk
8. Whether the person completing the form has obtained a copy of any powerpoint/other resources the speaker intends to share
9. If the answer to question 8 is 'no, an explanation for why that it so
10. Ways the speaker's background has been checked/verified
11. The opportunity to add further detail in response to question 10
12. Whether the person completing the form is satisfied that the speaker's attendance at the School, and the talk delivered, will not in any way be contrary to the School's Equal Opportunities Policy, to the School's ethos of inclusion, to Fundamental British values or to the School's responsibilities under the Prevent Duty
13. Confirmation that those organising the speaker have checked and will follow any safer recruitment requirements, including asking the speaker to show proof of identity and ensure appropriate supervision at all times while on site

## **APPENDIX C**

### **BRING YOUR OWN DEVICE (BYOD) POLICY FOR VISITORS AND VISITING SPEAKERS ("VISITORS")**

#### **Introduction**

Queen's Gate School recognises that mobile technology offers valuable benefits to visitors. Our School embraces this technology but requires that it is used in an acceptable and responsible way.

This policy is intended to address the use by visitors to our School of non-School owned electronic devices to access the Internet via the School's Internet connection, to give speeches, make presentations, take photographs or make video or audio recordings at School. These devices include smart phones, tablets, laptops, wearable technology and any similar devices. If you are unsure whether your device is captured by this policy please check with IT Support. These devices are referred to as 'mobile devices' in this policy.

This policy is supported by the IT Acceptable Use policies.

The governing body of the School is responsible for the approval of this policy and for reviewing its effectiveness. The governing body will review this policy at least annually.

#### **Policy statements**

##### **1. Use of mobile devices at the School**

Visitors to the School may use their own mobile devices in the following locations:

- In the classroom with the permission of the teacher
- In the School environs; for example, libraries, halls etc.
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Visitors to the School are responsible for their mobile device at all times. The School is not responsible for the loss or theft of or damage to the mobile device or storage media on the device (e.g. removable memory card) howsoever caused. The Bursar must be notified immediately of any damage, loss, or theft of a mobile device, and these incidents will be logged.

Mobile devices must be turned off when in a prohibited area and/or at a prohibited time and must not be taken into controlled assessments and/or examinations, unless special circumstances apply.

##### **2. Use of cameras and audio recording equipment**

Visitors may use their own mobile devices to take photographs or make video or audio recordings in School but this should be arranged in advance with via SMT to ensure appropriate image permissions are in place. Any recordings/photographs should not be



published by any visitor or their company without the permission of the Principal or, in her absence, the Director of Junior School or Director of Pastoral Care.

Any photographs or other footage should be taken in a way that all those involved are aware they are being recorded. Devices must not be used that would enable a third party acting remotely to take photographs, video, or audio recordings in School.

### **3. Access to the School's Internet connection**

The School provides a wireless network that visitors to the School may use to connect their mobile devices to the Internet. Access to the wireless network is at the discretion of the School, and the School may withdraw access from anyone it considers is using the network inappropriately.

All use of the School's wireless network is at the user's own risk, including the downloading of any material or apps.

### **4. Monitoring the use of mobile devices**

The School may use technology that detects and monitors the use of mobile and other electronic or communication devices which are connected to or logged on to our wireless network or IT systems. By using a mobile device on the School's IT network, visitors to the School agree to such detection and monitoring.

Further information on this is available in the school's IT Acceptable Use Policy which is available on request.

### **5. Incidents and Response**

The School takes any security incident involving a visitor's personal device very seriously and will always investigate a reported incident. Loss or theft of the mobile device should be reported to the Bursar in the first instance. Data protection incidents should be reported immediately to the School's Privacy Officer who is our Bursar.