

REVIEWED:

SEPTEMBER 2022

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**VISITING
SPEAKER
POLICY**

DUIHS

Introduction

Visitors are welcome to Darul Uloom Islamic High School (DUIHS) and contribute to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. The school accepts the responsibility to ensure that the security and welfare of the pupils is not compromised at any time when speakers visit. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children during school hours and during extra-curricular activities arranged by the school. We aim to ensure all pupils at DUIHS can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, proprietors, visitors and parents and conform to child protection guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This policy applies to:

- All teaching and non-teaching staff employed by the school:
- All external visitors entering the school site during the school day or after school activities; (including peripatetic tutors, sport coaches, and topic related visitors e.g., business people; authors, artists etc);
- All proprietors of the school
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors);
- Building and Maintenance Contractors.
- **Visitors invited to DUIHS**

Visitors Invited to the School

Where possible permission should be granted by the Head teacher before any visitor is asked to come into school.

- All visitors must sign-in at the reception on arrival in the visitor's book
- At the reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to show formal identification where appropriate
- The receptionist or a member of the SLT will issue each visitor with a visitor's badge
- The receptionist or a member of the SLT will share the Visiting Speakers Agreement with the visitor
- The receptionist or a member of the SLT will show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored (a locker can be allocated if needed)
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site
- At no point should a visitor be left on their own with children unless they are cleared by DUIHS safe practices and listed in the SCR
- On departing the school, visitors should leave via the school office, sign out of the visitor's book and return their visitor's badge

Expectations of our visitors

We expect that our visitors agree to visit the school with an understanding of the school's ethos and Islamic values. This will mean the following:

- In certain places we ask that our visitors remove their shoes; specifically to preserve the cleanliness, and respect the sacredness, places of worship
- We understand that with certain insurance-related restrictions shoes may not be removed in which case we ask that visitors have shoe covers with them
- Although we do not expect all visitors to have veils or head-covers, to respect our religious practices we expect that our visitors are dressed suitably to the setting with respect to Islamic principles. This includes:
 - avoiding wearing clothing that can be deemed *revealing*
 - avoiding attires that reveal skin below the neck
 - avoiding constricted attires that conspicuously exposes the body's physique

Visitors whose purpose is to work with pupils in some capacity:

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one-to-one basis (e.g., Children's services or health professionals);
- Staff should ensure that all normal visitor policy requirements are followed
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one-to-one interview of pupils or escorting pupils around the building
- If a visitor has DBS clearance, they may work with pupils unaccompanied by another member of staff. At times this may be teaching a class or a one-to-one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speaker's agreement.

Use of External Agencies and Speakers

At DUIHS we encourage the use of external agencies or speakers to enrich the experiences of our pupils. However, we will positively vet those external agencies, individuals, and speakers who we engage to provide such learning opportunities or experiences for our pupils.

The Headteacher oversees coordinating and vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time. Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented. We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos, and UK laws. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the school's 'Visiting Speakers Agreement' (see appendix 1).

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 2).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debates.

Visiting speakers will be made aware that their presentation will be brought to an early end if the content proves unsuitable.

Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitor's badge will be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school office to sign in using the visitor book and be issued with a visitor badge if deemed acceptable
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head teacher will be informed immediately.
- The Head teacher and/or members of the Senior Leader Team will consider the situation and contact the authorities if necessary
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for

Staff Development

As part of their induction, new staff will be made aware of this policy and will be asked to always ensure compliance with its procedures.

To be read in line with:

1. Safeguarding guide for visitors

This policy is linked with:

- Keeping Children Safe in Education September 2022
- DU Policies: Safeguarding, Anti-bullying, Health and Safety, Equal Opportunities, British Values

Visiting Speakers Agreement at Darul Uloom Islamic School

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors will also be accompanied by a member of staff at all times.

Name:

Organisation/Agency:.....

Signed:.....

Date:

DARUL ULOOM ISLAMIC SCHOOL
Risk Assessment for Visiting Speaker/Event

Name of the Event and Speaker
Date of the Event
Nature of Event (talk, demonstration to the children, interactive learning etc)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to
Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement
Sign and date to confirm that the Office has been informed of the Speaker in order that they can be added to the School diary
Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises
Agreed by the Headteacher
Date
Post Event Evaluation