



King's High School

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Procedures for Visitors (including Visiting Speakers)	
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Procedures for Visitors to School

On arrival:

- All visitors are required to enter the school via Reception.
- They are asked the purpose of their visit and which member of staff they have an appointment to see.
- The member of staff is contacted to check that an appointment is scheduled (if no record is available at Reception of the appointment).
- Visitors who have not completed all regulatory checks to be safe to work with children (including our Safeguarding and Child Protection training and DBS checks) are issued with a red lanyard and have to be accompanied at all times so the member of staff with whom they are meeting is asked to come to meet them in Reception. The red lanyard makes the unchecked visitor stand out from other members of staff at school who have completed regulatory checks. (Members of staff on the SCR wear blue lanyards)
- Green lanyards are issued to consultants/ contractors/volunteers who have completed HR regulatory requirement checks to say they are safe to work with children
- Yellow lanyards are issued to visiting Governors who have completed HR regulatory requirement checks to say they are safe to work with children
- All visitors are asked to sign in electronically and are given a visitor pass identification badge with photograph to wear on their lanyard.

- Visitors are told that we are not expecting a fire practice and that they will be accompanied to the fire assembly point (which is pointed out to them) in the event of the alarm sounding.
- All visitors are asked to read the visitor leaflet which includes safeguarding information including photographs of the DSLs [Reception Visitor Information](#)

Visitors to Way House (Boarding)

Boarders’ visitors

Visitors must fill in the visitor book (see below) next to the iPad when they arrive and leave Way House and state the name of the resident they are visiting. Residents should always stay with their guests. **All visitors must remain on the ground floor.** The TV room is for residents and boarding staff only.

Visitors are expected to leave Way House by:

20:55 Monday – Friday

Way House Visitor Book					
		Signing in		Signing out	
Visitor Name	Visiting	Date	Time	Date	Time

21:55 Saturday and Sunday

Access to Way House is via locked doors. Any adult visitors who have not completed all regulatory checks to be safe to work with children (including our Safeguarding and Child Protection training and DBS checks) must be accompanied by an adult at all times.

Protocol for Visiting Speakers

The Foundation actively promotes engagement with the outside world. This includes ensuring that our pupils are aware of a diversity of views on a range of subjects, and that they are able to draw on the skills, experience, and expertise of those in the wider community ready for when they leave School and move to the stage of their education/career.

We therefore encourage visitors to the Schools to lead talks and debates, which we believe will enrich the educational experience we offer to our pupils.

In order to comply with the 'Prevent' agenda, as required by regulation, the Schools ensure that all visiting speakers are vetted appropriately. The Foundation is committed, as required by regulation, to ensuring that it does not promote political views in any form.

For the vast majority of speakers, an Internet search, or similar, will suffice. In the case of a speaker not having a digital footprint, a call to a school where the speaker has visited previously, or speaking directly to the speaker to establish the tenor of the proposed talk, would be appropriate.

However, should such a check raise concerns, more thorough vetting or other appropriate action may be required. This should be raised immediately with the Deputy Head.

When inviting external organisations to enhance the PSHEE programme, guidance in the PSHE Association Working with External Visitors/Contributors to PSHE Education — Guidance for Schools is followed.

The form overleaf should therefore always be used before a speaker is confirmed.

Visiting speakers follow the arrival procedures outlined above and are issued with red lanyards to show that they must be accompanied at all times.

Staff are requested to inform the School Office of the details of a speaker visiting the school.

Visiting Speaker Form

School		Name of speaker:	
King's High School			
		Date of Talk:	
		Title of talk:	
Has the speaker delivered a talk at the School before?			
If Yes, was the talk appropriate?			
Did the speaker espouse views which were contrary to fundamental British values?			
Checks undertaken for the suitability of the speaker			
Have you conducted an internet search Option 1 check, for example a biography or item which evidences a general impression of the speaker's views?			
Please detail any other checks carried out (e.g. calling a school which the speaker has visited before; an email exchange or phone conversation with the speaker to establish the tenor of the talk)			
Please attach signed and dated evidence for the checks.			
If this is not yet available, please detail why/when it can be expected:			

Given the evidence, in your professional opinion, is the speaker at risk of promoting views which are contrary to British values?	
Signed:	Dated:
Print Name	
Thank you for completing this form. Please send this form with necessary attachments to the Deputy Head for approval.	

DEPUTY HEAD'S APPROVAL	
Speaker approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signed:
Dated:	Print Name:
Once approved by Deputy Head, please scan the approved form and attachments and email to hr@warwickschools.co.uk before the date of the visit. HR will contact the member of staff who submitted this request, after the event, to review whether the speaker is approved to return.	