

Visitors Policy



Introduction

Visitors are welcome to Azbuka School. They make a contribution to the life and work of the school in many different ways. The learning, teaching, training and research opportunities and experience they bring are encouraged and appreciated (from the Russian, English and international community). It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community (as well as the community of the partner THS school) for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Azbuka School can learn and enjoy extra-curricular experiences, develop meaningful connections to both British and Russian culture, and share learning with visiting adults and children 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, governors, visitors and parents and conforms 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 including domestic and international school trips.

The 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, members of the Azbuka Foundation and topic related visitors e.g. business people, teachers and educationalists, medical specialists, academics and researchers, authors, artists etc.)
- All governors of the school
- All parents/grandparents, relatives and carers
- All pupils, children and students from other schools or colleges

- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors This policy applies to all visitors invited to Azbuka School.

Visitors Invited to the School

Where possible permission should be granted by the Head teacher before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

- All visitors must report to reception/school office first-they must not enter the school via any other entrance other than the AZBUKA entrance to Vernon Road.
- At AZBUKA office/reception on the 1st floor, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in using the visitor sign in book.
- All visitors will be required to wear a label or a badge.
- Visitors will be escorted to the point of contact (a member of staff) or their point of contact will be asked to come to office 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.
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point.
- On departing the school, visitors should leave via reception, sign out using and return their identification label to reception.

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

- Visitors may work with students in a variety of capacities, for example, to deliver a lesson or participate in a cultural event (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals.)
- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building. If a visitor has DBS clearance they may work with students unaccompanied by another member of staff. At times this might 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 speakers' policy.

Use of External Agencies and Speakers

At Azbuka School we encourage the use of external agencies or speakers to enrich the experiences of our students; however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

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. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our students.

All external agencies and Speakers must read the Visiting Speakers agreement. (Appendix 1) Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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 students

Unknown/uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign in using Inventory and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed immediately.

- The Headteacher and/or members of the Senior Leadership Team will consider the situation and decide if it is necessary to inform the police.
- 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.

Trustees

- All trustees have DBS clearance.
- Trustees should sign in and out of the school when visiting.
- New trustees will be made aware of the policy and familiar with its procedures as part of their induction.

Staff Development

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