



SIKH ACADEMIES TRUST  
Faith Inspired Education

# **SAFEGUARDING: PSA VISITING SPEAKERS AND VISITOR POLICY**

## **SAFEGUARDING: SAT VISITING SPEAKERS AND VISITOR POLICY**

### **Visitors' Speaker Policy**

SAT places great value on broadening students' understanding beyond their academic curriculum, and as such we welcome external visitors to our schools to share their knowledge and experiences with our student body.

However, it is essential to ensure that the visitor and the resources they use are appropriate for our students and are in line with the values of the school, as well as the wider statutory responsibilities (Impartiality, Equalities, Prevent, Safeguarding, Citizenship, RSHE, British Values, SMSC etc.). Where a speaker is talking about Sikh faith, the name, organisation and materials are to be vetted by SSST via the Chair of the Sikh Ethos Committee by completing this [form](#).

To ensure appropriate safeguarding measures are in place, the checks must be made before any visiting speaker is confirmed by completing this [form](#). The visit will need to be authorised by the Headteacher.

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## Visitor Policy

It is important for the Headteacher and SLT Line Managers to be aware of any visitors to school at any time. Please read the bullet points below and complete the Visitors Safeguarding Proforma if you wish to invite a visitor to the school. It needs to be signed by your Line Manager and the Headteacher and emailed to reception at least 3 days prior to the visit.

### Safeguarding arrangements for staff and pupils:

The following systems are in place to ensure safety at all times:

- The school reception entrance is secure and the gates leading into the playground are locked.

### Safeguarding arrangements for visitors:


- All adults who work on site (including all non-teaching staff) have to have Disclosure and Barring Service (DBS) clearance. This also includes people who are working on temporary contracts around the school, e.g. repairing equipment or building.
- If you wish to invite a visitor to the school, you should first liaise with your SLT Line Manager. If they approve the visit, you must complete the attached pro forma for the visit. This is to be approved at least one week in advance and emailed to reception 3 days in advance.
- All visitors should enter the school via Reception only.
- All visitors have to sign in at Reception, and are given a visitor's pass with a photograph. This must be displayed at all times and left at reception on the way out. Any visitor not displaying their lanyard must be stopped and challenged.

The colours of the lanyards are as follows:

Lanyards	
Staff	Black
Visitors with DBS	Yellow (PSA) / Orange (KPS)
Visitors – NON DBS	Red

- Any visitor who will be alone with a child must show evidence of DBS clearance.
- **Any visitor without DBS clearance must be supervised by a member of staff at all times.**
- Any visitors who will be working with pupils (additional lectures, running workshops, etc.) must also adhere to the Visitor's Speaker Policy.

## VISITORS SAFEGUARDING PROFORMA [\(ONLINE FORM\)](#)

<div style="text-align: center; margin-bottom: 20px;">  <p>FAITH INSPIRED EDUCATION</p> </div> <h3 style="margin: 0;">Visiting Speakers Form</h3> <p>Safeguarding procedures for allowing non-regular external visitors (including workmen) onto the school premises. This includes anyone who cannot provide an updated disclosure form or DBS number.</p> <p>All members of staff responsible for the visitor must complete this form, sign it and email it over to reception <b>at least 3 days before</b> the visit takes place.</p> <p>An electronic copy of this form is available on the Dashboard &gt; Event Booking</p> <p>Please note if the visit is in relation to Sikh Ethos, please complete <a href="#">this form</a>.</p> <p><small>* Indicates required question</small></p> <div style="margin-top: 20px;"> <p><b>Email *</b></p> <p><input type="checkbox"/> Record h.sahota@sikhacademiustrust.com as the email to be included with my response</p> </div> <div style="margin-top: 20px;"> <p><b>Date &amp; time of visit</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>Name of visitor</b></p> <p>Your answer</p> </div>	<div style="margin-top: 20px;"> <p><b>Company/Organisation</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>School *</b></p> <p>Choose</p> </div> <div style="margin-top: 20px;"> <p><b>Reason for visit *</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>Any disability requirements *</b></p> <p>Choose</p> </div> <div style="margin-top: 20px;"> <p><b>Staff member responsible for visitor/visit *</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>Has the visitor been verified through an appropriate individual/organisation as being an appropriate speaker for our students? *</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>Has the visitor provided a valid DBS certificate in advanced or will show to Reception? *</b></p> <p>Your answer</p> </div>	<div style="margin-top: 20px;"> <p><b>Staff member collecting visitor *</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>Have the visitor's presentation (including materials) been checked in advance by a member of the Senior Leadership as to whether it is appropriate for the students? If you have any concerns speak to the DSL or Headteacher.</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>Which members of staff will be present at the talk and any subsequent questions? *</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>Write the name of the SLT member authorising this visit *</b></p> <p>Your answer</p> </div> <div style="margin-top: 20px;"> <p><b>By agreeing to the below you are confirming that this visitor will remain with you at all times whilst on the school premises *</b></p> <p><input type="radio"/> Agree</p> </div> <div style="text-align: center; margin-top: 20px;"> <p>Submit</p> <p>Page 1 of 1</p> <p>Clear form</p> <p><small>Never submit passwords through Google Forms.</small></p> <p><small>This form was created inside Sikh Academies Trust. - <a href="#">Contact form owner</a></small></p> <p><small>Does this form look suspicious? <a href="#">Report</a></small></p> <p>Google Forms</p> </div>
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The Headteacher has overall responsibility for any persons on the school site and must authorise the visit beforehand