



DRAYTON MANOR HIGH SCHOOL

EXTERNAL SPEAKERS AND VISITORS POLICY



Ratified by the Full Governing Body: 2 October 2025
Date of Next Review: October 2026

1. VISITORS PROCEDURE

This guidance is intended to help schools manage visitors in a way that ensures the safety of students and adults on the school site. The responsibility for this lies with the Head, senior leadership team and the Governing Body.

All visitors to the school are required to report to Reception. Visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken. When signing in, the visitor will agree to abide by the school's 'Information for all visitors' handout which includes the Emergency Procedures and Safeguarding protocols. (Appendix A). This will be checked by the receptionist and all visitors must acknowledge they are aware of the procedures to follow whilst on the school site.

Visitors are not able to use any electronic devices during the visit to the school unless previously agreed with a member of the Senior Leadership Team and relevant risk assessments completed.

Visitors must not enter the school via any other entrance. They will be given a lanyard (red or green) Visitors issued with a red lanyard must be supervised on site at all time by a designated member of staff.

Visitors must wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination. Visitors are unable to use any mobile device whilst in reception or on school site. If a use of a device is required, this must be authorised by the Designated Safeguarding Lead or deputy.

On leaving the site, visitors must sign out and return their lanyard.

Staff expecting visitors

Members of staff are asked to inform visitors that there is no parking available on site and that they should park in one of the nearby streets.

Members of staff are asked to inform Reception of arrangements for parents/visitors and greet them at the time of the appointment if possible. Please make your booking in advance of a meeting or training course through the online room booking system.

Unknown, Uninvited or Malicious Visitors (anyone not wearing a lanyard)

1. Any visitor to the school site who is not wearing a lanyard should be challenged politely to enquire who they are and their business on the school site.
2. They should then be escorted to reception to complete the Visitors to school procedures as stated above
3. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Senior Leadership Team will be informed promptly.

2. Use of speakers and checks

Drayton Manor High School encourages the use of external agencies or speakers to enrich the experiences of our students. However, we recognise the importance of vetting any speakers and agencies that come to the school prior to engaging them to provide learning opportunities or experiences for our students.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools/organisations for references 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. In addition, the school will, where appropriate, undertake professional body confirmations.

The visitor or external agency, upon arrival to the school will be required to present an ID and DBS.

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 be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our students thus ensuring it adds educational value.

We 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 are clearly mapped to schemes of work to avoid contradictory messages or duplication
- Activities are matched to the needs and age appropriateness of students
- Resources are shared with appropriate school staff in advance of the visit to the school (including remote sessions)

We recognise, however, that the ethos of our school is to encourage students 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 students recognise risk and build resilience where appropriate to their age and ability but also to help students develop critical thinking skills needed to engage in informed debate.

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

3. Procedure for appointing speakers

The member of staff responsible for inviting the speaker will ensure that the speaker discusses with them the content of their talk/activity prior to the event and adequate time must be allowed for this before the event. They must also read and agree to adhere to the School's 'Visiting Speakers Agreement' (at the end of this policy) at least one week in advance of the event.

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 1) and filed in main reception

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.

4. Contractors

All contractors, after signing in and having relevant safeguarding checks, must be met by a member of the Premises, Inclusion or relevant faculty team in reception before carrying out any work.

5. Parents Visiting School

- 1 The School makes every endeavour to involve parents in the education of their children. Parents wishing to come to the school should make an appointment.
- 2 Before making an appointment teachers should clarify the purpose of the meeting with the parent and consult with the Head of Faculty/Department and Head of Year. After contact with a parent the Head of Faculty/Department and Head of Year should be informed of the outcome,
- 3 Parents who come to the school without a previously agreed appointment must report to reception. The office will clarify the nature of the parents' visit and explain our procedure for making appointments. In urgent cases a senior member of staff will be called to Reception.
- 4 The above procedure should be followed in all cases and though we are a welcoming school, ad hoc arrangements should not be made.

APPENDIX 1



DRAYTON MANOR HIGH SCHOOL

RISK ASSESSMENT FOR VISITING SPEAKERS

Date of the event	
Year Group	
DMHS staff (Point of contact)	
Type of event (talk, demonstration to the children, interactive learning etc)	
Outline of the content of the event	
Sign and date to confirm that research has been carried out on the speaker and the organisation they are affiliated to	
Organising staff member 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 academy 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 SLT for Trips/Visits/Enrichment	
Agreed by the Designated Safeguarding Lead	
Date	

Post event evaluation by organising staff member, including: summary of feedback from students and whether you would recommend using them again – if not, why not.

APPENDIX 2



DRAYTON MANOR HIGH SCHOOL

DRAYTON MANOR HIGH SCHOOL VISITING SPEAKER AGREEMENT

We understand the importance of visitors and external agencies to enrich the experiences of our students and welcome such visitors to our school. In order to safeguard our students, we expect all visiting speakers to read the accompanying visiting speaker policy and adhere to the statements below, signing at the end to indicate agreement with these statements:

- 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 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 students
- Visitors will also be accompanied by a member of staff at all times
- Visiting speakers' presentations will be brought to an early end, if the organiser or senior leader of the school considers the content to be unsuitable
- Resources are shared with appropriate school staff in advance of the visit to the school (including remote sessions)

In line with our safeguarding procedures, any visitor to the school will be accompanied by a member of staff unless they provide original photo ID and an enhanced DBS certificate.

Name of speaker: _____

Name of organisation: _____

Signed: _____

Date: _____