

Islamiyah Girls High School



Visitors Policy

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Owner	Islamiyah Girls High School
Approved by:	Governing Body

The Governing Body assures all visitors a warm, friendly and professional welcome to Islamiyah School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Senior Administrator (Mrs Asma Patel) , the member of staff responsible for the implementation, coordination and the Headteacher is responsible for the review of this policy. The Senior Administrator will also be responsible for liaising with the school's security staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Headteacher.

Aim

To safeguard all children under the school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at Islamiyah School can learn and enjoy extracurricular experiences, in an environment where they are safe from harm.

Objectives

To have in place 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 and safeguarding guidelines.

Where and to whom the policy applies

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

The policy applies to:

- All staff employed by the school

- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school are required to provide proof of identity at the time of their visit unless they are on the Approved Visitors List (see below.) They must follow the procedure below.

Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). The Headteacher should use their professional judgment about the need to escort or supervise these visitors. (KCSIE, April 2014)

- Once on site, all visitors must report to reception first.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration and visitor badge number.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors must be given information about fire safety evacuation, safeguarding and child protection policies which they should read before entering the school. They should be given the names of the Designated Safeguarding Leads and encouraged to report any incidents or concerns about the conduct of any adult on the school site.
- 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception.

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 the visitors book and be issued with an identity badge. The procedures under “Visitors to the School” above will then apply
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher (or Senior Leader if neither is available) should be informed promptly.
- The Headteacher or Senior Leader 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.

Governors, Supply teachers and Volunteers

- All governors, supply teachers and parent helpers must complete a DBS check (if not already held) via the School office.
- New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors.
- New volunteers will be asked to comply with this policy by the office staff they first report to when coming into school for an activity or class supporting role.
- Refer to safeguarding policy for further checks for supply teachers.

Staff Development

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

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School’s Central Record **AND**
- b) A current clear DBS childrens barred check has been undertaken **AND**

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book).

A copy of the approved visitor list will be kept behind reception at all times.

Specific guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.
- Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, Risk Assessments.
- All staff must inform the relevant school staff of the intended visit and remit of the visitor, e.g. headteacher, office staff.
- Organise, meet and greet arrangements and classroom/assembly layout.
- Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the students are given time to reflect on what they have learned.

The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, ensure the Finance Officer is aware that fees are to be paid. A VAT invoice will need to be provided for payment to be made.

External speaker: anyone other than a current student or current staff member who may be invited to give a sermon, preach, expound on a piece of religious text, or political viewpoint, etc

External speakers and visitors are subject to web and other security checks as standard practice by the School.

External speakers and visitors are permitted to visit the School but must ensure that they also comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward -or in the manner in which they express these views or ideas- they do not infringe the rights of others, or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds.

Therefore in order to protect staff and students of all backgrounds, the School requires that all external speakers and visitors to the School abide by:

All safeguarding and H&S policies.

External speakers and external visitors must take great care to ensure they do not create an intimidating, hostile, degrading, humiliating, or offensive environment for others at the School. Therefore all speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience - or could reasonably fear - harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:

- ethnicity or race
- religion and belief- including lack of religion and belief
- sexuality- heterosexual, bisexual, lesbian, gay
- gender
- disability
- trans status
- age
- civil partnership and marriage
- pregnancy and maternity.

If an external speaker or external visitor contravenes this guidance, the School reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

Religious hatred

Religious hatred offences (introduced into the Public Order Act 1986 by the Racial and Religious Hatred Act 2006) occur where the following actions are committed with the intention to stir up religious hatred:

- The use of threatening words or behaviour;
- The display of threatening written material;
- The publication or distribution of written material which is threatening;
- The public performance of a play involving threatening words or behaviour;
- The distribution or showing or playing of a recording of visual images or sounds which are threatening;
- The broadcasting of a programme which includes threatening visual images or sounds;
- the possession of written material, the recording of visual images or sounds, which are threatening, with a view to their display, distribution, publication, playing or broadcasting.

All speakers will be made aware of their responsibility to abide by the law, and the School's various policies, including that:

- They must not incite hatred, violence or call for the breaking of the law
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.

They must not spread extremism, radicalisation, hatred or intolerance in the School community and thus aid in disrupting social and community harmony.

What is controversial and what constitutes 'hate speech' - Who decides?

OK will consider each external speaker request individually. Each external speaker or organisation will be considered on a case by case basis. Controversy and hate speech will occur at different times in different situations.

When you might consider referring a speaker:

- When the information provided on the speaker request form is not sufficient or
- When there is no consideration given to the potential risks by the society in the form
- Where previous risks or tensions have arisen from a similar event organised by the School or where the same/similar speaker has attended before.

IF IN DOUBT CONTACT THE LANCASHIRE CONSABULARY PREVENT TEAM – to verify whether that person is in their watch list

What might be controversial and/or high risk?

- Talks by organisations generally considered to be extremist
- Speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of students or staff
- Accepted in mainstream as being highly controversial (and may require challenge)
- Is known to/or likely to cause harm to a specific group of students at your institution

Violent extremism in the name of ideology or belief

For the purposes of this policy, violent extremism in the name of ideology or belief is defined as violence, incitement to violence, terrorism, incitement to terrorism, or other activities that may result in violent behaviour or terrorist activity in the name of an ideology or a set of beliefs. It covers violent extremism taking place on School-owned land or premises or elsewhere, which has been promoted, planned or executed on School-owned land or premises or in the School's name or by using School facilities either by members of the School or others.

Recognising extremism and radicalisation

The following guidance is written with regard to the Home Office guidance "Channel: Protecting Vulnerable People from Being Drawn into Terrorism" and "Channel: Vulnerability Assessment Framework".

Engagement: Example needs, susceptibilities, motivations and contextual influences that make individuals vulnerable to engagement with an extremist group, cause or ideology include:

Feelings of grievance and injustice, feeling under threat, a need for identity, meaning and belonging, a desire for excitement and adventure, a need to dominate and control others, susceptibility to indoctrination, family or friends involvement in extremism, being influenced or controlled by a group, relevant mental health issues

Example indicators that an individual is engaged with an extremist group, cause or ideology include:

- Spending increasing time in the company of other suspected extremists
- Changing their style of dress or personal appearance to accord with the group
- Their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups)
- Attempts to recruit others to the group/cause/ideology
- Communications with others that suggest identification with group/cause/ideology.
- Intent to cause harm: Not all those who become engaged by a group, cause or ideology go on to develop an intention to cause harm, so this dimension is considered separately.

Intent factors describe the mind-set that is associated with a readiness to use violence and address what the individual would do and to what end. They can include:

- Over-identification with a group or ideology
- 'Them and Us' thinking
- dehumanisation of the enemy
- attitudes that justify offending
- harmful means to an end
- harmful objectives.

Example indicators that an individual has an intention to use violence or other illegal means include:

- clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- using insulting or derogatory names or labels for another group
- speaking about the imminence of harm from the other group and the importance of action now
- expressing attitudes that justify offending on behalf of the group, cause or ideology
- condoning or supporting violence or harm towards others
- plotting or conspiring with others.

- Capability to cause harm: Not all those who have a wish to cause harm on behalf of a group,
- cause or ideology are capable of doing so, and plots to cause widespread damage take a high
- level of personal capability, resources and networking to be successful. What the individual is capable of is therefore a key consideration when assessing risk of harm to the public.

Example indicators that an individual is capable of directly or indirectly causing harm include:

- having a history of violence
- being criminally versatile and using criminal networks to support extremist goals
- having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction)

- having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals,
- military training or survival skills).

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection Policy
- Safeguarding Policy
- Health and Safety Policy
- Fire Safety Policy

Approved by:

Mrs. Yaasmin Mubarak
Headteacher

Mubarak Patel
Chair of Governing Body

Date:

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