



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Visitors Policy

Document Control

This policy has been approved for operation within:	Manchester Muslim Preparatory School
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Owner.	MMPS

Mission

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education DfE 2019

Introduction

Visitors are welcome to Manchester Muslim Preparatory School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. 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 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 Manchester Muslim Preparatory School can learn and enjoy extra-curricular experiences, 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.

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 and topic related visitors e.g. business people, authors, artists etc.)

All trustees of the school

All parents/carers

All pupils

Education personnel (Local Authority staff, Inspectors)

Building and Maintenance Contractors

This policy applies to all visitors invited to Manchester Muslim Preparatory 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 first-they must not enter the school via any other entrance.
- At reception, 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 VisiPoint.
- All visitors will be required to wear the printed ID badge in an lanyard holder on a red lanyard.
- Visitors will then be escorted to the 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.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors must leave via reception, sign out using VisiPoint and return their ID badge and lanyard holder to reception.

All visitors / contractors are given Safeguarding Guidelines for Contractors and Visitors
→Appendix 2

Use of External Agencies and Speakers

At Manchester Muslim Preparatory School we encourage the use of external agencies or speakers to enrich the experiences of our pupils. 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 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 will positively vet those external agencies, individuals or speakers who we engage to provide learning opportunities or experiences for our pupils. →Appendix 1.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils 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 pupils

All external agencies and speakers must read the Guidelines for Visiting Speakers→Appendix 3

All external agencies and speakers must sign Protocol for Visitors and Speakers→Appendix 4

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

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 VisiPoint 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 Acting Head Teacher should be informed immediately.
- The Acting Head Teacher 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 wear their ID lanyard at all times.
- Trustees should sign in and out using the VisiPoint system.

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.

APPENDIX 1

Visiting Speaker at Manchester Muslim Preparatory School



Name of Speaker and Organisation (if applicable)	
Speaker Contact Details	
Date of Proposed Visit	
Name of Contact at MMPS	
Reason for Visit	

Please give below a brief outline of the information to be communicated in the Speaker's talk to MMPS pupils

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Organiser to sign below to confirm:

- That you have carried out biographical research and attached to this form
- That you have sent the Guidelines for Visiting Speakers well in advance of the visit
- That you will check and verify photographic proof of ID on arrival.
- That the Visiting Speaker will be accompanied whilst on site at all times.

Approved by Acting Head Teacher:	
Date:	



APPENDIX 2

Safeguarding Guidelines for Contractors and Visitors

The safeguarding and welfare of our pupils is paramount. Working in a school means that you have to be aware of safeguarding issues and the need to work in an open and transparent way. Safeguarding is all about ensuring that the appropriate boundaries are kept in place to protect the children, but also to protect adults from allegations of abuse.

Below are some guidelines to ensure you are adhering to the MMPS policies and procedures. On arrival at school and for any subsequent visits:

- Please sign in at reception and wear the lanyard with visitor's badge at all times.
- Please act in a professional manner at all times.
- Unless absolutely unavoidable, please do not use your mobile phone when near the pupils.
- Under no circumstances take photographs or video of the children on any type of device.
- Please be mindful of your language when working in earshot of the pupils.
- Children are inquisitive and may ask you what you are doing. Entering into conversation is a natural thing to do, but please be mindful of the age of the children and your use of language.
- Do not become overly familiar with the children. In particular be mindful of 'banter' which can be misconstrued. If a pupil says something which is inappropriate or makes you feel uneasy, please report it immediately to a member of staff. They will direct you to the right person immediately.
- In the unlikely event you are working alone in a space with a single child present, please remove yourself immediately and either wait for the child to leave or speak to a member of staff so they can ensure the space is vacated.

If you find yourself in a situation where a child makes a disclosure to you, this concern must be passed on and dealt with immediately and always on the same day.



APPENDIX 2

Safeguarding Guidelines for Contractors and Visitors

Who to speak to about any safeguarding issues

All schools have a Designated Safeguarding Lead (DSL) to whom you can talk. Any member of staff will help to point you to the right person.

- The Senior Designated Safeguarding Lead (DSL) is Mrs Doris Ghafari, Acting Head Teacher.
- If she is unavailable, you can go to Mrs N. Mian, Deputy Head Teacher and Deputy Safeguarding Lead, or Mrs M. Mohamed, Executive Head Teacher or Mrs R. Osman, EYFS Coordinator.
- Depending on the issue, you may have to fill in a 'Logging a Concern' form. You will be given help and guidance on how to complete the form.
- If you see conduct from a member of staff, a visitor or a pupil that is inappropriate or makes you feel uneasy, you have a duty to report it immediately to one of the members of staff below.



Senior DSL
D. Ghafari
Acting Head Teacher



Deputy DSL
N. Mian
Deputy Head Teacher



DSL
M. Mohamed
Executive Head Teacher



DSL
R. Osman
EYFS Coordinator



APPENDIX 3

Guidelines for Visiting Speakers

The School values visits from speakers that enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- *The presentation must not incite hatred, violence, or call for the breaking of the law.*
- *The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.*
- *The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.*
- *The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.*
- *Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the head teacher.*
- *School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.*

Your attendance at MMPS will be deemed as an indication that you have read and understood these guidelines. You will be asked to read and sign the MMPS Visitor's Protocol upon your arrival.

Please ensure that you bring photographic proof of ID with you on arrival for checking.



APPENDIX 4

Protocol for Visitors and Speakers

Welcome!

We hope you have a pleasant visit at Manchester Muslim Preparatory School.

Please read and confirm the school's policy with regards to external visitors and speakers.

- Visitors must adhere to the policies and ethos of the school at all times during their visit.
- Visitors are required to sign into and wear the printed identification badge; the badge must remain visible throughout their visit.
- Visitors must scan out at the end of their visit and leave via school reception and main gate.
- Visitors must ensure the person they are visiting informs them of the school Health and Safety regulations.
- Visitors must ensure that opinions of any nature expressed during their visit, comply with the regulations and ethos of the school.
- 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 and gay
 - Gender
 - Disability
 - Trans status
 - Age
 - Civil partnership and marriage
 - Pregnancy and maternity
- If an external speaker or visitor contravenes the guidance, the school reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.
- All speakers and visitors should 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 act.
 - They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.

If you have brought a mobile phone, i-pad or laptop into school, please confirm that you will not take photographs in the school or share any activities in school on social media without permission.

Full Name: _____

Purpose of visit: _____

Organisation: _____

Signature: _____ **Date:** ___ / ___ / _____