



## Visitor Approval Form (Appendix 5)



Name of Visitor ..... Date of Visit .....

Organisation.....

Reason for visit .....

Topics to be discussed in the visit.....

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Year group/Class to be visited .....

It is vital that members of staff carry out appropriate checks and exercise due diligence to prevent an organisation or speaker from using the school's facilities to disseminate extremist views or radicalise pupils or staff.

Have the Visitor Questions been undertaken?

YES ☐ NO ☐

As far as is possible, are you satisfied that the appropriate checks have been undertaken?

YES ☐ NO ☐

If you are not satisfied, please inform the Headteacher and ensure the visit is cancelled.

Should any unforeseen concerns be raised during the visit, please inform the Head/DSL as soon as possible.

Name of member of staff organising visitor/speaker .....

Approved by Head Year

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by Headteacher

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please ensure that the Visitor Slip is completed and sent to Main Reception prior to the arrival of your visitor.

## Visitor Check Questions (Appendix 5a)

Statement to be read to the visitor

As part of the school's Safeguarding responsibility, it is the school's duty to carry out appropriate checks and exercise due diligence to prevent any organisation or speaker from using the school's facilities to disseminate extremist views or radicalise pupils or staff.

Are you/is your organisation aware of the school's requirement to safeguard students against extremist views and radicalisation?

YES ☐ NO ☐

Will your presentation in any way contravene this safeguarding requirement?

YES ☐ NO ☐

The school reserve the right to film the session. Are you in agreement for this to happen? If not, please give the reason.

YES ☐ NO ☐

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Visitor Slip – to be sent to reception

Name of visitor .....

Organisation (if applicable) .....

Date of visit.....

Name of member of staff to be contacted upon arrival of visitor.....

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Visitor Approval Form submitted and approved Yes/No