

Policy Owner	M Foakes
Approving Body	Governors
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St Aubyn's School Visiting Speaker Policy

Introduction

St Aubyn's often invites speakers from the wider community to give talks to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The purpose of this Policy is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.

This policy should be read in conjunction with the School's Safeguarding Policy.

Overview

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can assess the information they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School Protocol

All requests for outside speakers must firstly be discussed with the Head of Department. Once use of the speaker has been agreed, the member of staff organising the visit will:

- a) undertake a risk assessment (see appendix 1) before confirming that the Visiting Speaker will attend the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.
- b) obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the School may also request a copy of the Visiting Speaker's presentation in advance of the session to ensure it is appropriate to the age of the pupils participating and does not undermine British values or the ethos and values of the School.
- c) be present during the visit/talk, and will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The

member of staff will report this to Mr Shute, DSL Lead, as soon as reasonably practicable after the talk/visit.

- d) arrange for the Visiting Speaker to be supervised by a School employee whilst on School site and, at no point will be left unsupervised on School site whilst pupils are present.
- e) ensure that, on arrival, Visiting Speakers show an original current identification document including a photograph such as a passport or photo card driving licence. The Visiting Speaker will sign the visitor's book and will be issued with a visitors' badge which they must wear at all times whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy.
- f) complete the School's formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

If you have any queries regarding this Policy, please contact the Bursar, Mrs Foakes

Checklist for Visiting Speakers

	Action	Details
	Details of the arrangements	
1	Name of the staff member responsible for booking the Visiting Speaker.	
2	Name of Visiting Speaker	
3	Visiting speaker contact details.	
4	Date of presentation.	
5	Audience details.	
6	Confirm that: <ul style="list-style-type: none"> • the Visiting Speaker Policy has been sent to the Visiting Speaker • the School's Safeguarding Policy has been forwarded to the Visiting Speaker by email 	
	Checklist	
7	Visiting Speaker biography, to include speaker's organisation and other affiliations.	
8	Details of presentation to be provided.	

9	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc.).	
10	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty? If such concerns exist, refer the matter to the designated safeguarding lead (DSL).	Yes No (refer to DSL)
11	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity? If yes, complete 12 below and inform the DSL.	Yes (refer to DSL) No
12	Enhanced DBS certificate details:	DBS number: Date of issue:
13	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	
14	Confirm the Risk Assessment form been completed and a copy provided to the DSL and Bursar	
15	Original photo identification seen Driving license (D/L) Or Passport (P/P)	Please indicate: D/L or P/P

Signed:.....
Teacher organising the Visiting Speaker

Date:.....

Countersigned by:.....
Head of Department

Date:.....

Appendix 1: Risk Assessment for visiting Speakers

St Aubyn's School

Teacher organising the visiting speaker _____

Date of visit _____

Name of Visiting Speaker _____

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff
<i>e.g. No DBS certificate available</i>	<i>Pupils</i>	<i>The visiting speaker will be accompanied at all times by a member of school staff</i>	<i>Yes – speak to Head of Dept. to arrange allocation of a member of staff</i>	<i>Teacher -to arrange an escort</i>	<i>Morning of visit</i>	<i>Y/N</i>	<i>Head of Dept. will do a spot check to ensure the speaker is being escorted at all times</i>

Date referred to DSL _____

Signed by DSL or DDSL _____