



Newland House School

Visiting Speaker **Policy**

Updated	September 2024
Updated by	Deputy Head (Academic)
Authorised by	Head

This Policy applies to all sections of the school, including the Early Years Foundation Stage

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1. Introduction

- 1.1 The School 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.
- 1.2 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.
- 1.3 This policy should be read in conjunction with the School's Safeguarding and child protection policy.

2. Overview

- 2.1 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.
- 2.2 The School's responsibility to pupils is to ensure that they can critically assess the information that 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.

3. School Protocol

- 3.1 All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Deputy Head (Academic).
- 3.2 The School will undertake a risk assessment before agreeing to a Visiting Speaker attending 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.

- 3.3 The School will 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 and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.
- 3.4 In doing so the School will always have regard to this policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE 2024 which states:
- "Extremism" is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces."
- 3.5 In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age.
- 3.6 A member of school staff will be present during the visit/talk, who 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 Deputy Head (Academic) as soon as reasonably practicable after the talk/visit.
- 3.7 Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present.
- 3.8 On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign the visitor's book.
- 3.9 The Visiting Speaker 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 and child protection policy and informed of action in case of a fire.
- 3.10 The School will keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations. The School may also process details of the Visiting Speaker's health where necessary in order to protect their health and safety. Any information gathered will be kept in accordance with the School's Data Protection Policy and the Staff Privacy Notice.

4. Further information

- 4.1 This policy will be reviewed every academic year or sooner if changes to legislation, compliance requirements or good practice dictate.
- 4.2 If you have any queries regarding this Policy, please contact the Deputy Head (Academic).

Appendix 1 - 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 Visiting Speaker has been briefed on the School's Safeguarding Policy 	
	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 and you answer no, refer the matter to the Designated Safeguarding Lead (DSL).	Yes or No (please delete)
11.	Will the Visiting Speaker be left alone with pupils	Yes or No

	and undertaking a regulated activity? If yes, complete 12 below and inform the DSL.	(Please delete)
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 has been completed and a copy provided to the DSL	
15.	Confirm a copy of this form has been provided to the HR Manager for inclusion on the Single Central Register.	

Signed

Date.....

Name

Role

Signed

Date.....

Countersigned by Deputy Head (Academic)

Appendix 2 - Risk assessment

School	Assessor's Name & Job Title	INSERT NAME & JOB TITLE
	Date	
Description of area to be assessed:	Who is at risk?	
	How many people affected?	
	How often and for how long?	

Hazards and Risks Identified	Existing Control Measure	Action to be taken by	Level of Risk (when action taken)
			INSERT LOW MEDIUM OR HIGH
			INSERT LOW MEDIUM OR HIGH
			INSERT LOW MEDIUM OR HIGH
			INSERT LOW MEDIUM OR HIGH

Signature.....

Date.....