

## VISITING SPEAKERS POLICY

<b>Written:</b>	JM - June 2018
<b>Reviewed by:</b>	BM, MW
<b>Applicable to:</b>	Primary and Main School Teaching Staff, Boarding Staff, Office Staff
<b>For review:</b>	June 2019

### Introduction

We like to invite speakers from all walks of life to give talks to enrich our pupils/students' experience, both in the school and within the boarding environment. It is our responsibility to ensure that they can both assess the information that they receive and that such information is aligned to the ethos and values of the College and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Both the staff and pupils/students enjoy and appreciate the time and effort that visiting speakers put in to their presentations.

The purpose of this policy is to set out the College's legal obligations and procedures when using visiting speakers, whether invited by staff or the pupils/students and to set out the standards of behaviour expected from visiting speakers.

The Prevent statutory guidance states that Colleges *"will need to...[have] robust safeguarding policies in place to identify children at risk...These policies should set out clear protocols for ensuring that any visiting speakers - whether invited by staff or by children themselves - are suitable and appropriately supervised"*.

This policy has therefore been drawn up having had regard to the government's Prevent duty guidance: (<https://www.gov.uk/government/publications/prevent-duty-guidance>). This policy should be read in conjunction with the College's Safeguarding policy which can be found on our website. A hard copy is also available on request.

### PROTOCOL

All requests for visiting speakers must firstly be directed to the Headmaster. The person who is putting forward the request must complete Part A of the visiting speaker risk assessment form, which can be found on the staff intranet. A hard copy is also available on request.

The Headmaster may then discuss the proposal with the relevant members of the Senior

Leadership Team (SLT), who may decide to conduct research on the visiting speaker and/or their organisation, as appropriate. The College will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

An outline of what the speaker intends to cover will be required in advance of the visiting speaker's visit. In some cases, the College may also request a copy of the visiting speaker's presentation and/or footage 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 College. Visiting speakers will be expected to understand that, where appropriate, their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs, and at no point undermine these. There will also be an understanding that talks and presentations will not be used to raise funds, without the prior permission of the Headmaster.

The Headmaster and the relevant members of the SLT may also carry out a risk assessment, to determine whether a relevant DBS check should be carried out. The Headmaster will complete Part B of the visiting speaker risk assessment form to confirm the outcome. If a visiting speaker is to be left alone with pupils and undertaking a regulated activity, the relevant DBS checks are mandatory and the Designated Safeguarding Lead ("DSL") must be informed prior to the visit taking place. In the absence of the DSL, the deputy DSLs must be informed. Their contact details can be found on the Quick Guide to Safeguarding document or the safeguarding policy.

Once approval has been obtained from the Headmaster and prior to the talk taking place, a visiting speaker checklist must be completed by the person that put forward the request. A copy of the checklist can be found at Appendix 1 of this policy. Prior to visiting the speaker will be informed of how they may access the colleges Safeguarding policy.

A member of the College staff will be present during the visit and will monitor what is being said, to ensure that it aligns with the values and ethos of the College and British values. In the unlikely event that the talk/presentation does not meet this requirement, the member of staff present has the right and responsibility to interrupt and/or stop the presentation. The member of staff will report this to the Headmaster as soon as reasonably practicable after the visit.

Visiting speakers will be supervised by a member of College staff whilst on the College site. At no point will a visiting speaker be left unsupervised on the College site whilst pupils/students are present, unless previously agreed and the mandatory DBS checks have

been completed.

On arrival at the College, 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 log. The visiting speaker will then be issued with a visitor badge which they must wear at all times whilst on the College site.

The member of staff who was present during the visit must complete the evaluation form, which can be found at Appendix 2 of this policy.

## RECORD KEEPING

All documents relating to the visit must be passed to the Bursar and will be kept in accordance with the College's own records retention guidelines. Where DBS checks are to be carried out on the visiting speaker, this will be recorded on the Single Central Register.

<b>Monitoring by:</b>	Head Teacher Deputy Head Teacher Bursar
<b>Evidenced by:</b>	Record of visiting speakers - Forms 1 and 2 Risk assessment Signing in book SCR
<b>Policies are subject to continuous monitoring, refinement and audit by SLT. The Chairman of Governors undertakes an annual review of policies and of the efficiency with which the related duties have been discharged by the date stated or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.</b>	

APPENDIX 1: CHECKLIST FOR VISITING SPEAKER

APPENDIX 2: EVALUATION OF VISITING SPEAKER



## Appendix 1 - Slindon College Checklist for Visiting Speakers

Details of the arrangements						
1.	Staff booking the speaker:					
2.	Name of speaker:					
3.	Organisation:					
4.	Visiting speaker contact details:					
5.	Date of presentation:					
6.	Audience:	Key stage 2	Key stage 3	Key stage 4	Key stage 5	Boarders
Checklist (please initial to confirm)						
6.	The speaker has been informed how to access the <i>Visiting Speaker policy</i>					
7.	The speaker has been informed how to access the <i>Safeguarding policy</i> .					
8.	Outline of presentation provided?					
9.	Speaker's biography/organisation and affiliations reviewed? (if required)					
10.	Details of research undertaken on visiting speaker? i.e. check the internet for any recent reports, statements or speeches made by the individual, any retractions or public apologies etc. (if required)					
11.	You are satisfied that the content seen in response to 9 above is not in any way contrary to the College's equality policy, the ethos of inclusion of the College, British values or any concern in relation to the Prevent duty?					Yes No
	Refer to the Designated Safeguarding Lead (DSL) or deputy DSLs					Yes No
12.	Will the visiting speaker be left alone with pupils and undertaking a regulated activity? If yes, complete below and inform the DSL.					
13.	Enhanced DBS certificate details (if relevant): DBS Number: Date of issue:					
14.	Name of person responsible for supervising the visiting speaker whilst they are on site:					
15.	Has a risk assessment form been completed and a copy provided to the Headmaster: (if required)					
	Confirm a copy of this form has been provided to Bursar:					

<b>Staff</b>		<b>Date:</b>
<b>Headmaster</b>		<b>Date:</b>

## Appendix 2 - Slindon College Evaluation of Visiting Speaker Form

<b>Organised by:</b>	
<b>Date of Visit</b>	
<b>Visiting speaker:</b>	

**Please comment on the following features:**

Effectiveness of pre-visit/talk arrangements with the speaker:	
Content of talk by visiting speaker:	
Effectiveness of visiting speaker:	
Was the talk appropriate for the audience?	
Did audience enjoy and engage with talk:	
Would you have this speaker again? Please explain why:	
Additional comments	

Signed

Date

