

Visiting Guest Speaker Policy

**Review Timetable**

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| --- |
| The Policy will be reviewed every year, as set out below: |
| Policy reviewed centrally |  |
| Policy tailored by individual schools |  |
| Policy ratified by Local Governing Bodies |  |
| Renewal Date | TBC |
| Author | Jon Rutland |

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**Visiting Speakers’ Policy**

The Government’s ‘Prevent’ statutory guidance sets out there is now an expectation to have a policy regarding the vetting and monitoring of guests who are visitors to the school and who will speak to groups of students in classes or assemblies., ensuring clear protocols for ensuring that any visiting speaker is suitably and appropriately supervised.

“Specified authorities 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. (Prevent Duty Guidance in England and Wales HM Government July 2015)

(https://www.gov.uk/government/publications/prevent-duty-guidance)

 As part of our policy to keep children safe we adopt the following procedures:

· All information about the visiting speaker and the booking process must be recorded on the Visiting Speaker Form (Appendix A).

· The formal procedure for inviting speakers is undertaken, which involves approval by the Principal and a clear understanding of why the speaker has been chosen (Appendix A).

· A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously (Appendix A).

· Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented (Appendix A).

· A document for the speaker to read and sign, to ensure that they understand they must abide by the school’s equality and safeguarding commitments; that there must be no verbal statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material (Appendix B). Reception will hand the visitor a Safeguarding Information Booklet 2023/24 for reading on site. (Appendix D)

 · An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand (Appendix B)

· An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Principal (Appendix B).

· Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification e.g. passport, photo driving license or work ID badge (Appendix B). Although viewing DBS certificates may be appropriate, most visiting speakers will not be in ‘regulated activity’ and so will not necessarily have a DBS certificate to present.

· Visitors must be supervised at all times and not left alone with students (Appendix B).

· If the visiting speaker will undertake regulated activity then the organiser should contact the school’s HR officer as soon as possible (Appendix A).

· Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable (Appendix B).

· After the presentation, an evaluation form should be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future. (Appendix C)

· Exceptions: Colleagues employed through LA such as school nurses or health/welfare advisors are exempt from this policy.

**Appendix A**

**Visiting Speaker Form**

**(The completed form should be returned to the Principal/Assistant Principal by the School Organiser)**

All information about the visiting speaker and the booking process must be recorded on this Visiting

Speaker Form.

Name of school organiser:

Name of Visiting Speaker:

Organisation:

Organisation address:

Telephone Number:

Email Address:

Date when the speaker will be on site on Chilmington Green School:

Time on the above date when the speaker will be on site at Chilmington Green School:

Please explain below:

* why this speaker is being invited into the school?
* what topics will be covered during the talk/presentation?
* what the intended outcome of the visit will be?

Has a variety of appropriate checks on the suitability of the person, which may include

internet searches and/or contacting other schools where the person has spoken previously

been taken?

Please list the searches below:

The visiting speaker has declared that they understand they must abide by the school’s

equality and safeguarding commitments; that there must be no statements which might cause offence to

others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no

extremist material.

Y / N

I authorise for this speaker to deliver a talk/presentation at Chilmington Green School based on the

information detailed on this form.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Principal)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Principal)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B**

**Visiting Speaker Declaration**

**(The completed form should be returned to the Principal/Assistant Principal by the School Organiser)**

I understand that my presentation will be brought to an early end, if the content proves unsuitable.

I understand that I must be supervised at all times and not left alone with students. (The speaker may be exempt from this if the School Organiser confirms that the appropriate checks have been undertaken for ‘regulated’ activity to take place.)

I understand that the talks/presentations will not be used to raise funds, without the prior written permission of the Principal

I understand that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers must allow time for this discussion, whether it is on the day or beforehand

I understand that I must arrive at reception in good time to book in, and must bring suitable identification e.g. passport, photo driving license or staff ID badge

I understand that I must abide by the school’s equality and safeguarding commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

I can confirm I have received Chilmington Green School’s Safeguarding Information Booklet upon arrival and sign in process.

Y/N

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Guest Speaker)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Guest Speaker)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Appendix C**

**School Organiser Evaluation Form**

**(The completed form should be returned to the Principal/Assistant Principal by the School Organiser)**

Name of Visiting Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date when the speaker will be on site on Chilmington Green School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were there any contentious subject areas or comments to be noted from either the organisation

process or the speaker’s delivery?

Should this speaker be used again in the future by Chilmington Green School?

**Y / N**

Any further comments about visiting speaker/content/professionalism:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Organiser)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Organiser)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Appendix D**

**School Visitor Information Leaflet – to be handed out and read by all visitors**



