



# Visiting Guest Speaker Policy

## Review Timetable

The Policy will be reviewed every year, as set out below:	
Policy reviewed centrally	n/a
Policy tailored by individual schools	January 2024
Policy ratified by Local Governing Bodies	January 2024
Renewal Date	February 2025
Author	Rebecca Wood

## 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

<p><b>Chilmington Green School</b> <b>Safeguarding Team</b></p> <p>Please as reception to contact one of the staff members below if you have any safeguarding concerns immediately.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Mr Rutland</p> </div> <div style="text-align: center;">  <p>Miss Wood</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>Ms McCorrison</p> </div> <div style="text-align: center;">  <p>Ms Schwartz</p> </div> </div>	<p style="text-align: center;">Contact Us</p> <p style="text-align: center;">Chilmington Green Secondary School Ashford Site, Temporary Building Jemmett Road, Ashford, Kent, TN23 4RJ E – <a href="mailto:info@chilmingtongreenschool.org.uk">info@chilmingtongreenschool.org.uk</a></p> <p style="text-align: center;">Follow Us</p> <div style="text-align: center;">  </div>	<div style="text-align: right;">  <p><b>Chilmington Green School</b> The best in everyone™ Part of United Learning</p> </div> <h2 style="text-align: center;">Visitor Safeguarding Information Booklet</h2> <p style="text-align: center; margin-top: 20px;">2023/24</p> <p style="text-align: center; margin-top: 20px;">To be read by all external visitors and guest speakers attending Chilmington Green Secondary School</p>
--	---	---

<p><b>Welcome to Chilmington Green School</b></p> <p>The motto of Chilmington Green School is “the best in everyone”. At this school we aim to ensure that we get the best from our students and staff at all times. We would like to welcome you to the school, and to share with you how you can help us to keep our students safe and create the positive learning environment that we believe is essential for success. An important aspect of our ethos is ensuring that our students feel safe and secure at school at all times. We hope that this leaflet will provide you with useful advice when visiting us.</p> <p><b>What are my responsibilities as a visitor?</b></p> <p>All of those who come into contact with students through their paid or voluntary work are responsible for their own actions and behaviour. We all have a duty to safeguard and promote the welfare of the students. Visitors should act promptly if they witness any incident which could give rise to concern. All incidents must be reported to a member of the Safeguarding Team named in this leaflet.</p> <p><b>Medical Room &amp; First Aid</b></p> <p>The medical room is located on the ground floor, opposite the Principal’s office. To summon a first aider, please contact Reception.</p>	<p><b>Signing in and out</b></p> <p>All visitors to Chilmington Green School must sign in at reception. Visitors will be issued with a visitor’s pass which must be worn at all times. When leaving the school, all visitors must sign out and return their visitors pass.</p> <p><b>Fire &amp; Evacuation</b></p> <p>The alarm is a continuous bell You must leave the building by the nearest exit. Stay with your member of staff as they will escort you to the assembly point and ensure that you are recorded present The assembly point is the playground Do not take any personal risks You must not re-enter the building until told it is safe to do so</p> <p><b>What should I do if I am worried about a student?</b></p> <p>If whilst working with a student you become concerned about:</p> <ul style="list-style-type: none"> <li>-Comments made by the student</li> <li>-Marks or bruising on the student</li> <li>-Changes in the student’s behaviour or demeanour</li> </ul> <p>Please report these concerns to a member of the Child Protection Team named in this leaflet or ask at reception for them.</p>	<p><b>What should I do if a child makes a disclosure to me?</b></p> <p>If a child says something to you which you think involves a concern about their safety or protection, please take the following four steps:</p> <ul style="list-style-type: none"> <li>-Listen</li> <li>-Do not promise confidentiality</li> <li>-Report immediately</li> <li>-Record the details of what they said</li> </ul> <p><b>How do I assure my behaviour is always appropriate?</b></p> <p>Appropriate relationships with children should be based on mutual trust and respect. Do not photograph children without permission, exchange emails or text messages, contact students on social media or give out your own personal details. If a child attempts to contact you via social media, please report it to the school immediately.</p> <p>While inside the school building you are expected to be professional in both language and actions, for example, use your mobile phone when not around students and appropriate, professional language at all times.</p> <div style="text-align: right;">  <p><b>Chilmington Green School</b> The best in everyone™ Part of United Learning</p> </div>
---	---	---