

# St. Joseph's In The Park



<b>Policy Title</b> <b>Visiting Speaker Policy</b>	<b>Date</b> <b>Summer 2021</b>
<b>Owner</b> <b>Head /Deputy Head</b>	
<b>Approved By Governors</b> <b>Date</b>	<b>Date for review</b> <b>Summer 2023</b> <b>(Resources Committee)</b>

This is a whole school policy which also applies to the Early Years Foundation Stage

We often invite speakers from our wider community to give talks to enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the school and students greatly appreciate the time and effort that Visiting Speakers give to their presentations.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the 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.

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. The policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

The "Prevent" statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*", DfE, June 2015) requires schools to have clear

protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy.

The protocols are:

- If a member of the school community wishes to invite a speaker, they should first seek approval by the Head and convey a clear understanding of why the speaker has been selected.
- Appropriate checks should be carried out on the suitability of the person. These may include internet searches and/or contacting other schools where the person has spoken previously.
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented.
- There is 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.
- Talks and presentations should not be used to raise funds, without the prior written permission of the Head.
- All visiting speakers to have a nominated point of contact at the school (the Organiser).
- After the visit has been authorised by the Head or Deputy Head, the Organiser must ensure the Visiting Speaker at St Joseph's In The Park School Form and associated Guidelines (Appendix 1 and Appendix 2) are forwarded to the Visiting Speaker in advance of the visit. This form requires the Organiser to ascertain the information the Visiting Speaker wishes to communicate, 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.

- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable. All information about the visiting speaker and the booking process should be recorded and attached to the Visiting Speaker Checklist (Appendix 3) and passed to the Bursar.
- People/organisations will be refused to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.
- At Reception, all visitors must state the purpose of their visit and who has invited them. All visiting speakers should arrive in good time to book in and should bring with them valid photo ID such as a passport or driving licence. This should be checked at Reception.
- All visitors will be asked to sign the Visitors' Book which is kept in Reception at all times. Reception staff will issue an identification badge which must remain visible throughout the visit.
- The contact member of staff will be asked to come to Reception to receive the visitor or visitors will be escorted to their point of contact.
- A formal register will be maintained for all visiting speakers (Appendix 4). This is held in Reception.
- Visiting speakers should be accompanied at all times and not left unsupervised with pupils at any point, unless they have confirmed DBS checks.
- A post-event evaluation should be completed as to how the visit met the needs of our pupils. This should include feedback from staff, note any contentious subject areas or comments and state whether the speaker could be booked again in the future. Once a person has visited a school, future checks should be proportionate.

In 2018, the UK Council for Child Internet Safety (UKCCIS) published, '[Using External Visitors to Support Online Safety Education](#)', which includes a useful checklist

## Appendix 1



St Joseph's In The Park

Independent Prep School

### Visiting Speaker at St Joseph's In The Park School

Name of Speaker	
Date of Proposed Visit	
Name of Contact at SJITP	
<b>Reason for Visit</b>	
Please outline below the information you wish to communicate in your talk to St Joseph's In The Park pupils:	
Please sign below to confirm: <input type="checkbox"/> That the information you have provided is true and accurate <input type="checkbox"/> That you agree to the 'Guidelines for Visiting Speakers' overleaf. <input type="checkbox"/> That you will bring valid photo ID (Driving Licence or Passport) with you on the day as proof of your ID.  <b>I have read these guidelines and agree to abide by them.</b> Visiting speaker's signature:  Date:	

Please now send this form back to your contact at St Joseph's In the Park school (the Organiser) as soon as possible.

*For SJITP Staff Use Only:* **Signature of Organiser**      **Date:**  
**Approved by Head/Deputy Head:**      **Date**

## Appendix 2

### **Guidelines for Visiting Speakers**

The School values visits from speakers that enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

The "Prevent" statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*", DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.



As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
4. Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Head.
5. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
6. The visiting speaker must also abide by the school's equality commitments; that there must be not statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs.

Appendix 3

**St Joseph’s In The Park School Checklist for Visiting Speaker/s/Event**

*Please pass this Form to the Head at least two weeks before the event (with or without the agreement form)*

Name of Event:	
Date of Event:	
Room Required:	
Point of Contact (member of staff organising event):	
Name of Speaker and Organisation they represent:	
Address of Organisation, telephone number and email	 
Nature of Event (talk, demonstration to children etc)	
Content of Event:	
How will learners benefit?	
Tick to confirm that research (including an internet search) has been carried out on the Speaker and the organisation they are affiliated to	
Tick to confirm that the speaker has signed the agreement and guidelines forms	
Tick to confirm Reception has been informed of the Speaker in order that they can be added to the Visiting Speakers Log held in the Office	
Tick to confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises	
Tick to confirm that suitable ID, DBS and adherence to School Safeguarding Policy has been received/shown	
Post Event Evaluation	
Approval:	
Head .....(Sign)	Date.....

Appendix 4  
Visiting Speakers' Log

Name	Company	Contact	Purpose of Visit