

# Visiting Speakers Policy

## Introduction

Mill Hill Education Group ('the Group') is the trading name of The Mill Hill School Foundation. It is a group of independent mainstream Schools which together educate girls and boys aged 6 months to 18 years. It currently comprises:

<b>Pre-Prep/Prep</b>	<b>Pre-Prep/Prep/to GCSE</b>	<b>Senior Schools (Day and Boarding)</b>
Grimsdell*	Abbot's Hill*	Mill Hill School
Lyonsdown*	Kingshott*	Mill Hill International
St Joseph's in The Park*		Cobham Hall
Keble Prep*		
Belmont		

\* denotes school with EYFS pupils

This policy relates to all the Group Schools, including the Early Years settings.

Schools often invite speakers from the wider community to give talks to enrich our pupils' learning experience. The Group recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the schools' and their pupils greatly appreciate the time and effort that visiting speakers put into their presentations.

The purpose of this policy is to set out the Group's legal obligations when booking visiting speakers and to set out the standards of behaviour expected from them.

This policy should be read in conjunction with the Mill Hill Education Group's Safeguarding & Protecting the Welfare of Pupils policy.

## Overview

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols to ensure that all visiting speakers are suitable and appropriately supervised. This policy was therefore drawn up having had regard to the government's Prevent Duty guidance and the school's wider safeguarding obligations.

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 to British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

## School Protocol to host a visiting speaker

### Before the Event

- 1) All requests for visiting speakers, from pupils or school staff, must be submitted using the "Visiting Speaker Request Form" located at Appendix A, and must be discussed with the Head/Deputy Head, as appropriate, to obtain their approval.
- 2) This form must be submitted at least 21 days before the proposed event, to allow for requisite due diligence/checks to be carried out which includes the School conducting internet searches regarding the visiting speaker and, if applicable, their organisation's political views and/or affiliations.
- 3) The School will obtain a written outline of what the visiting speaker intends to cover in their presentation in advance of the visit by requesting the visiting speaker to complete and return the "Agreement and Guidelines for Visiting Speakers" form located at Appendix B. The School will set a reasonable deadline by which the visiting speaker should return the completed Form. 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 who will be in attendance and does not undermine British values or the ethos and values of the Group.
- 4) As part of this process the staff member proposing the event will identify whether the visiting speaker has a DBS certificate (some will, some will not). A DBS certificate is not a requirement and is more a sign of reassurance in the case of visiting speakers from larger organisations.
- 5) Once the Visiting Speaker Request Form has been approved by the Head/Deputy Head the proposer may proceed with organising the event.
- 6) The Head/Deputy Head may cancel or postpone a visit if they have any concerns about the visiting speaker. **The school will not use a visiting speaker where any link to extremism, such as extremist groups and movements, is found.**
- 7) A member of school staff must be present during the presentation and will monitor what is being said to ensure alignment with the ethos and values of the school and British values. In the unlikely event that the presentation does not meet this requirement, the member of staff must interrupt and/or stop the presentation. The member of staff will report back to the Head as soon as reasonably practicable after the presentation.

### **Procedure on day of the visiting speaker's visit**

- 1) All visiting speakers must report to reception and not enter the school via any other entrance. If a visiting speaker inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area. At reception, the visiting speaker should confirm the purpose of their visit and who has invited them.
- 2) Visiting speakers are required to show an original valid photographic ID such as a passport or photo card driving licence, and will be requested to sign in. Details of the photographic ID will be noted down by the staff member on reception.
- 3) Reception staff will contact the member of staff responsible for the visiting speaker and will ask the member of staff to come to reception to meet the visiting speaker. Visiting speakers should wait in the reception area until the member of staff meets them.
- 4) Visiting speakers will be issued with, and must wear, a visitor's ID lanyard. This must be displayed prominently whilst they are on school premises.
- 5) Reception staff will draw the visiting speaker's attention to the relevant safeguarding, and health and safety information about the school. Visiting speakers are provided with information about what to do in an emergency when on site; this can be kept with them during their visit.
- 6) The member of staff assigned to accompany the visiting speaker will also draw the visiting speaker's attention to the school's commitment to safeguarding, and stress that if they hear or see anything which causes concern during their visit, this must be immediately reported to the Designated Safeguarding Lead (regarding a pupil) or the Head.
- 7) A member of staff must accompany all visiting speakers whilst on school premises. Visiting speakers must not be left alone with pupils. If visiting speakers find themselves alone with pupils they should immediately report to a member of staff or reception.
- 8) On departing the school, the visiting speaker must leave the school via reception, where they must sign out, return their visitor badge and immediately leave the site. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

**Visiting speakers must be accompanied by a member of school staff at all times and must not be left unsupervised on school premises.**

The school may also process details of a visiting speaker's health, where necessary, in order to protect their health and safety during the visit. Any information gathered will be kept in accordance with the school's Data Protection Policy and the Data Privacy Notice copies of which are available here: <https://www.millhill.org.uk/about-us/policies-and-reports>

The school will keep a formal register of visiting speakers which will include their contact details and information regarding the subject matter of their presentations.

This Review: November 2024

Next Review: June 2026

This policy has been reviewed and approved by the Executive Team on 19<sup>th</sup> December 2024.

## Appendix A: Visiting Speaker Request Form

All requests for visiting speakers, from pupils or school staff, must be submitted on this form at least 21 days in advance of the proposed event, and must be approved by the Head/Deputy Head as appropriate.

Name of organiser:

School Society or group organising event:

Contact email:

Contact telephone number:

### Event Details

Title of event:

Date of event:

Venue/Location of event:

Expected number of attendees:

Will the event be...? (Please delete as appropriate)

Only for Pupils

Open to Pupils and their Parents/Carers

**About the Event**

Please provide a brief description of the event:

**About the visiting speaker(s)**

This should include the visiting speaker's full name, (if applicable) the full name and contact details of the organisation they are from, the subject they will be speaking about and any other information you think the school needs to be aware of.

Confirm any external speakers' affiliations (specifically where they are religious or political)

Declaration of any knowledge of controversy attracted by the speaker or topic in the past

Confirmation of website details providing further information on the speaker

Is the event and speaker likely to attract media interest - if so why?

**Authorised by the Head/Deputy Head:**

Signature:

Date:

**Appendix B: Agreement and Guidelines for Visiting Speakers (this form and the guidelines below are to be sent to the visiting speaker to complete and return)**

<b>Name of visiting speaker</b>	
<b>Date of proposed visit</b>	
<b>Name of contact at school</b>	
Please outline below the information you wish to communicate in your presentation:	
Please sign below to confirm:	
<input type="checkbox"/> That the information you have provided above is true and accurate.	
<input type="checkbox"/> That you agree to the 'Guidelines for Visiting Speakers' below.	
<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:	

**Guidelines for visiting speakers**

The school values visits from visiting 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 pupils 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 duty guidance: for England and Wales \(March 2024\)](#), requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised. This includes ensuring that visiting speakers do not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerances of those with different faiths and beliefs. Visiting speakers therefore are required to agree to the following 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.
4. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without prior written permission from the Head/(Deputy Head at Keble Prep).
5. The visiting speaker must also abide by the school's equality commitments; there must not be statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs.

Visiting speakers are reminded that school staff have the right and responsibility to interrupt and/or stop the presentation if these guidelines are breached.