



VISITING SPEAKERS POLICY

Last reviewed:	September 2023
Next review due:	September 2024
Reviewed by:	Pastoral Director/ DSL

We often invite speakers from the wider community to give talks to enrich the students' 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. The speaker may be invited to visit in person, or to speak with students remotely (eg, via MS Teams), and this policy applies to all speakers. 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.

This policy states the school's procedures with the management of visiting speakers. This is now an expectation as set out in the Prevent Duty Guidance in England and Wales (HM Government July 2015):

"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".

The school's Safeguarding policy can be downloaded from the [policies page of the school website](#) or may be requested from the school office.

The protocols are:

- All visiting speakers must have a nominated point of contact at the school who is a member of staff (the "Organiser").
- If students wish to invite a speaker, they must have a member of staff who agrees to be the "Organiser" for the purposes of the Visiting Speaker protocols.
- The Organiser must complete a [Visiting Speakers Risk Assessment](#) ahead of the visit (see example below). This includes:
 - A biography of the speaker(s) or institution, with the purpose clearly defined as to the information the speaker/visitor wishes to communicate. The information must align to the values and ethos of the school and to Fundamental British Values.
 - An outline of what the speaker(s) intends to cover.
 - Confirmation that the organiser has conducted research on the person/organisation to establish whether they have demonstrated extreme views/actions.
 - Confirmation that visiting speaker(s) will be accompanied at all times by a member of staff and will not be left unsupervised with students at any point.

- The Organiser must pass the completed Risk Assessment to the appropriate Head of Section (who is also on the Safeguarding team) for approval.
- Persons/organisations will not be permitted to use school premises if they have links to extreme groups or movements. If a visit is refused, justification of the school's decision will be provided to the person/organisation in writing.
- Once approved, the Head of Section will scan/upload the signed Risk Assessment to the ['Visiting Speakers' folder](#) on Teams/d'Ov/General, for the correct section of the school.
- On the day of the visit, the Organiser will ensure the visiting speaker(s) signs the [Visiting Speakers Agreement and Guidelines](#) form (see example below) as acceptance of the school's terms and conditions. The Organiser will upload this form to the ['Visiting Speakers' folder](#) on Teams/d'Ov/General, for the correct section of the school.
- The Head of Section will also add details of the visit to the whole-school [Spreadsheet of Visiting Speakers](#) stored in the same area.
- The Organiser should conduct a post-event evaluation of how the visit met the needs of our students.

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Visiting speakers – Risk Assessment form

This form is designed to ensure that, as a school, we always fulfil our obligation, as part of our Prevent duty, to ensure that all visiting speakers are suitably vetted and supervised, and that they do not use their presence in school to promote or advocate extremist views of any nature or to speak in support of terrorism or terrorist activities or organisations.

The form should be completed:

- whenever it is proposed to invite an visiting speaker to come into school or to talk to students online (eg, via MS Teams);
- before the invitation is confirmed, and certainly before the visit is due to take place;
- by the Organiser (staff member) who is proposing to arrange the visit.

Proposed date, time and venue of talk	Date:	Time:	Venue:
Name of external speaker			
What they do/ who they are/ what organisation they represent			
Brief Biography of speaker/organisation			
Reason for the invitation			
Title and subject of talk, including summary of information the speaker wishes to communicate			
Who will attend the talk? (eg, year groups, subject groups)			
Is the speaker personally known to you? If yes, in what capacity?			
To your knowledge, has this speaker been to speak at d'Overbroeck's in the recent past?			
Please confirm that you will brief the speaker about the ethos of d'Overbroeck's, provide them with appropriate background context of the student audience (eg, age, maturity) and share the aims of the session from the school's perspective			
Please confirm that you (or at least one other staff member), will be present during the talk, and also accompany the speaker throughout the visit (if it is an on-site talk)			
DECLARATION I have conducted an on-line check of the speaker's background, qualifications and other activities and, where appropriate, I have also looked up any organisations which they represent or with which they are formally associated. Complete one of the statements on the right.	I can see no reason to suggest that s/he has any sympathies or links with extremist views of any nature or with terrorist organisations.	Tick box	
	I have some concerns. If you have indicated that you have any concerns please speak to a senior member of staff on the safeguarding team before proceeding with the invitation.		

Member of staff ("Organiser") Signature: Date:

Head of Section Approval: Signature: Date:

HEAD OF SECTION: Please scan/upload this form to the ['Visiting Speakers' folder](#) on Teams/d'Ov/General for your section of the school (7-11, TIS, Sixth Form). **Please also** add a one-line entry to the whole-school [Spreadsheet of Visiting Speakers](#) stored in the same area.

ORGANISER: Please remember to ask the speaker to sign the [Visiting Speakers Agreement and Guidelines](#) form on the day they visit, and upload it to the ['Visiting Speakers' folder](#) on Teams/d'Ov/General for your section of the school (7-11, TIS, Sixth Form).

Visiting speakers – Agreement and Guidelines

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all students.

Visiting speaker's NAME (in capitals)

Name of visiting speaker ORGANISATION (if applicable):

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the student audience.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisations that support such acts.
4. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
5. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
6. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal, or Deputy Principal in their absence.
7. Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
8. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Visiting speaker's signature: Date:

ORGANISER: Please remember to ask the speaker to sign this Agreement and Guidelines form on the day they visit, and upload it to the ['Visiting Speakers' folder](#) on Teams/d'Ov/General for your section of the school (7-11, TIS, Sixth Form).