

VISITING SPEAKERS POLICY

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. 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 has been introduced to clarify 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 protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser).
- All requests for outside speakers require the prior approval of the Principal or Deputy Principal in her absence.
- A biography of the speaker or institution must be provided 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 British values.
- Obtaining an outline of what the speaker intends to cover in advance of their visit.
- Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions.
- Refusal to allow people/organisations 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.
- Visiting speakers sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the School's terms and conditions.
- Conducting a risk assessment in relation to the Prevent Duty.
- Maintaining a formal register of all visiting speakers.
- Ensuring visiting speakers are accompanied at all times and are not left unsupervised with students at any point.
- Conducting a post-event evaluation of how the visit met the needs of our students.



Agreement and Guidelines for Visiting Speakers

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:

Please pass this signed form to Principal's PA who will file it with the risk assessment.

External speakers – risk assessment under the Prevent duty

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 external 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 external speaker to come into school;
- before the invitation is confirmed, and certainly before the visit is due to take place;
- by the staff member who is proposing to arrange the visit.

Proposed date and time of visit	Date:	Time:	Venue:
Name of external speaker			
What they do / who they are / what organisation they represent			
Reason for the invitation			
Title and subject of talk			
Who will attend the talk? (eg, year groups, subject groups, etc)			
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?			
Will you or at least one other staff member be present during the 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, which are: If you have indicated that you have any concerns please speak to a senior member of staff before proceeding with the invitation.		

Member of staff: Signature: Date:

Please return the completed form to the Office

(Office staff will be responsible for passing it to the Principal's PA who will keep a central record)

Remember to ask the speaker to sign the Agreement and Guidelines form on the day they visit