

Visiting Speaker Policy

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This policy is Reviewed by	Deputy Head (DSL) and Deputy DSL
Group	Pastoral
ISI Reference	
Next Review Date	September 2018

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

Key Contacts:

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Designated Safeguarding Lead (DSL):	Julia Sutherland
Designated Safeguarding Deputy:	Karin Green
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Great Walstead Policy & Guidelines for Visiting Speakers and Professionals

This policy concerns those visitors who work with children in small groups or on an individual basis and visitors who come to school to talk to children. It should be read in conjunction with the School's Safeguarding Policy.

Introduction

Great Walstead School welcomes visiting speakers and professionals. We believe they make a positive contribution to the life and work of the School in many different ways. The learning opportunities and experience they bring are encouraged and appreciated.

It is the School's responsibility, however, to ensure that the security and welfare of its pupils are not compromised at any time. The School must also ensure that the information the pupils receive is of value to them and that all information is in line with our Christian ethos and the values of the School as well as being aligned with British Values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Visitors whose purpose is to work with pupils in some capacity

Visitors may work with pupils in a variety of capacities, for example:

- To deliver a lesson
- To meet with small groups of pupils
- To work with an individual pupil
- To speak to a year group/s
- To speak to the whole school

If a visitor has DBS clearance, and has been fully inducted in the School's safeguarding procedures, they may work with pupils unaccompanied by another member of staff. At times this might involve teaching a class or a one to one interview. However, this is dependent on the School being satisfied that the visitor will be supporting the ethos of the School and British Values.

Any visitor without DBS clearance will not be left alone with pupils at any point.

Regular visitors to the School must have DBS clearance.

School visitors with DBS clearance may not bring in other persons without written consent from the School and either a DBS check being completed or a School member of staff being allocated to supervise.

Any visitor delivering a talk or lesson or assembly must comply with the requirements in Appendix 1.

All visiting speakers will be issued with a badge which they must wear at all times. Those professionals with DBS clearance who have been inducted into the school safeguarding procedures will be given a "blue" lanyard and those without DBS clearance will be given a "yellow" lanyard. All visitors with a "yellow" lanyard must be accompanied by a member of staff at all times

Use of Visiting Speakers

At Great Walstead School we encourage the use of visiting speakers to enrich the experience of our student. However, we will positively vet those external agencies and individual speakers whom we engage to provide such learning opportunities or experiences for our pupils. This will be done in the following ways:

- The organiser must obtain a biography of the proposed speaker and/or external agency, which should be supplied by the speaker or agency.
- The speaker and/or external agency must provide information as to the content of the message they will be delivering. This information must be in line with the requirements of the organiser and be supportive of both the School ethos and of British Values. It must not marginalise any communities, groups or individuals, or glorify/extol criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- The organiser should carry out an internet search to ensure that the speaker and/or agency does not hold extremist views or views that are not in line with the School ethos and British Values.
- The organiser should find out costs (if applicable) for the lesson, talk or series of talks.
- All the above information should be presented to the Leadership Team in order for permission to be given for the speaker or agency to visit Great Walstead School.
- Once the Leadership Team have given permission, the organiser must send the speaker and/or agency (by email if possible) a copy of this policy and the "Visiting Speaker Agreement" document (Appendix 1), which must be signed and returned prior to the visit.
- Once permission has been given the organiser must let the School receptionist know who to expect with date and time of arrival, and share with them a copy of the signed "Visiting Speaker's agreement" before arrival.
- On arrival at Great Walstead School, the visiting speaker will be required to produce photo ID in the form of a passport or driving licence, which will be used to verify who they are. A photocopy will be made of these items and they will be filed along with the signed agreement, and the documentation provided to the Leadership Team.
- The visiting speaker will be required to sign in and be issued with a visitor's badge which must be worn at all times.
- The organiser must ensure that the visiting speaker is accompanied by a staff member at all times. When talking to the children the accompanying member of staff will monitor the message being given to ensure it is in line with the School ethos and British Values. If there is any cause for concern, the accompanying member of staff should ensure a balanced message is given, and if necessary stop the speaker. Any such action should be reported to a member of the Leadership Team immediately at the end of the talk.
- After the talk/s the organiser should evaluate whether the content met the needs of the children. If there is concern that the needs of the children were not met, this should be communicated to the speaker or agency by the Headmaster. A note will also be made on the Speaker's Agreement in order to avoid any inappropriate content being used again.
- The organiser is responsible for ensuring that the bill for the speaker's time is passed on to the Bursary for payment.

If there is concern that the visitor has put any child at risk or is likely to put a child at risk, or there is a concern that the visitor has in any way tried to radicalise a child the DSL should be contacted. The DSL in turn will contact MASH.

Appendix 1

Great Walstead Visiting Speaker's Agreement

We are very lucky to have a number of visiting speakers that come to Great Walstead to share their thoughts, ideas and experiences with our pupils. We value the contribution these visitors make. In order to safeguard our pupils, we expect all visiting speakers to read and adhere to the statement below.

1. Any message given to our pupils should support the ethos of the School and not marginalise any communities, groups or individuals. Please be aware of the importance of the Christian Ethos to the School community.
2. Any message given to our pupils should be fully supportive of fundamental British values, which include democracy, the rule of law, individual liberty and mutual respect, and a tolerance of those with different faiths and beliefs.
3. Any message given to our pupils should not seek to glorify/extol criminal activity or violent extremism or seek to radicalise pupils.
4. Any message given to our pupils should match the needs of those pupils.
5. Visitors will wear a visitor's badge and be accompanied by a member of staff at all times.

I understand that the teaching staff have the authority, on the Headmaster's behalf, to interrupt or cease an activity or talk, if they are concerned that the content or delivery in any way conflicts with this agreement.

Signed _____

Print Name _____

Date _____

We welcome you to our School and look forward to hearing what you have to share with us.