

POLICY:

VISITING SPEAKER POLICY

This policy applies to both the senior school (Years 7-13) and junior school (Pre-nursery to Year 6).

Introduction

Claremont Fan Court School often invites speakers from the wider community to give talks to enrich our pupils' experience. The school recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the school and pupils greatly appreciate the time and effort that visiting speakers put into their presentations.

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.

This policy supports the aims and ethos of the school's safeguarding policy and takes into account the Educate Against Hate advice [Hosting Speakers on School Premises](#).

This policy should be read in conjunction with the school's safeguarding policy.

Overview

The [Prevent statutory guidance 2023](#), along with [Keeping Children Safe in Education](#) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. 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 British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School protocol

All requests for outside speakers (be this from a pupil or member of the school's staff) must firstly be discussed in advance of the talk with:

- Jason Stanley, senior deputy head and designated safeguarding lead (whole school) for the senior school.
- Henry Vincent, assistant head pastoral and safeguarding lead for EYFS and Years 1 to 6 for the junior school.

The visiting speaker checklist [form](#) must be completed at least one week before the talk is due to take place. If the outside speaker will be in regulated activity, then HR will need at least 4 weeks' notice to ensure that the relevant DBS and safeguarding checks are in place. Once this has been completed it should be sent by email to Jason Stanley and/or Henry Vincent (as appropriate), copying in HR.

The school will undertake a risk assessment before agreeing to a visiting speaker attending the school. This will take into account any safeguarding vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The school will also obtain such formal or informal background information about a visiting speaker and/or their organisation as is reasonable in the circumstances. In doing so, the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE. The school will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

In fulfilling its Prevent Duty obligations, the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age.

The school will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's visit. 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 to be in attendance and does not undermine British values or the ethos and values of the school.

Visiting speakers will be subject to the school's usual visitor protocol. This will include signing and out at reception, the wearing of a visitors' badge at all times and being escorted by a fully vetted member of staff whilst on the school site. At no point will a visiting speaker be left unsupervised on site whilst pupils are present. A member of school staff will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. Any concerns for the content or nature of the talk should be referred to the school's senior deputy head (pastoral) immediately. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation.

On arrival at the school, visiting speakers will be required to show an original current identification document including a photograph (such as a passport or photo card driving licence) and will be asked to sign in. The visiting speaker will be issued with a visitors' badge which they must wear at all times whilst on school site. If the visiting speaker will be in regulated activity, then they should confirm to HR that they have the appropriate DBS check (unless the visiting speaker's employers have already confirmed that their staff have had the appropriate checks).

The school will keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations. The school may also process details of the visiting speaker's health where necessary in order to protect their health and safety. Any information gathered will be kept in accordance with the school's data protection policy and the staff privacy notice.

Plans for a visiting speaker and the completed [form](#) should be given to the senior deputy head (pastoral) well in advance of the speaker's visit.

If you have any queries regarding this policy, please contact Jason Stanley, senior deputy head (pastoral) and designated safeguarding lead.