

POLICY STATEMENT ON VISITING SPEAKERS

Introduction

Cobham Hall 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 should be read in conjunction with the School's Safeguarding Policy.

Overview

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. 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.

Guidelines for Visiting speakers

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with a member of the Leadership Team.

The School will undertake a risk assessment before agreeing to a Visiting Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The School will obtain an outline of what the speaker intends to cover in advance of the Visiting Speakers visit. The School will also request a copy of the Visiting Speaker's presentation and/or footage and any handouts in advance of the session to ensure they are 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. The Visiting speaker must complete the form in Appendix A.

A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. If 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. The member of staff will report this to a member of the Leadership Team as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present.

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 the visitors' book. The Visiting Speaker will be issued with a visitors' badge which they must always wear whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy and receive a visitors' safeguarding leaflet.

The School will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy. A post-event evaluation of how the visit met the needs of our students will be conducted.

Appendix A *Speakers Use Only*

FORM FOR VISITING SPEAKERS AT COBHAM HALL

Name of Speaker/Organisation	
Date of Proposed Visit	
Name of Cobham Hall Contact	
Reason for visit	
Please outline below the information you wish to communicate to students within the School during your visit	
<p>Please sign below to confirm:</p> <ul style="list-style-type: none"> • That the information you have provided is true and accurate • That you agree to the 'Guidelines for Visiting Speakers' in the policy • That you have read the safeguarding policy • That you understand that you will need to bring an original current identification document including a photograph such as a passport or photo card driving licence 	
Date:	

Appendix B *Staff Use Only*

Checklist for Visiting Speakers

	Action	Details
	Details of the arrangements	
1.	Name of the staff member responsible for booking the Visiting Speaker.	
2.	Name of Visiting Speaker.	
3.	Visiting speaker contact details.	
4.	Audience details.	
	Checklist	
1.	Visiting Speaker biography, to include speaker's organisation and other affiliations.	
2.	Details of presentation to be provided.	
3.	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc).	
4.	<p>Are you satisfied that the content seen in response to 3 above is not in any way contrary to the School's Equal Opportunities Policy, the ethos of inclusion of the School, British Values or any concern in relation to the Prevent Duty?</p> <p>If such concerns exist, refer the matter to the designated safeguarding lead (DSL).</p>	

5.	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity? If yes, contact the DSL and complete 6.	
6.	Enhanced DBS certificate details (if required):	DBS number: Date of issue:
7.	Name of person(s) responsible for supervising the Visiting Speaker whilst they are on site.	
8.	Confirm the form and checklist for visiting speakers has been completed and a copy provided to the DSL.	

Signed

Date

.....

Signed

Date

..... (DSL)

Appendix C (Staff use only)

Risk Assessment for Visiting Speakers (if required)

Date of Event:

Details of Event:

Organiser:

Date of assessment:

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is needed to control the risk?
<i>List significant hazards which may result in serious harm or affect several people</i>	<i>List groups of people who are especially at risk from the significant hazards identified</i>	<i>List existing controls or note where the information may be found, 9i.e. information, instruction, training, systems or procedures).</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more</i>