



# Visiting Speakers Policy

## How this policy fits in with other policies

Safeguarding & Child Protection policy

## Log of updates

Sept 2015	Policy instated
Sept 2018	Policy reviewed. Self declaration form (social media checks) added
Nov 2021	Policy reviewed and updated (in red). Inclusion of Prevent guidance, USB not permitted

It is often invaluable for schools to use visiting speakers to enhance their curriculum. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put in to their presentations. 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 of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

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 was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The “Prevent” statutory guidance ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)) requires schools to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised.

### **The school’s preparation for the visiting speaker**

- The speaker’s visit should be part of an integrated programme with appropriate planning, preparatory work and follow up work as necessary.
- The teacher organising the visit needs to ensure paperwork is complete before the visit can take place.
- The school will contact the speaker to request proof of identity documents.
- The Visiting speaker must complete the self declaration form (see appendix).
- A search online must be conducted and recorded on the declaration form
- There should be clear guidelines provided by the speaker for the content of the speaker’s input and these should be used to inform the planning of the visit as well as any preparatory or follow up work to be done.
- The speaker should be made aware of any relevant school policies e.g. confidentiality.
- The visiting speaker should be provided with information on the appropriate key stage, the age of the pupils, the approximate number of the pupils in the group, any special needs requirements of the pupils, the venue where the session will take place as well as any resources that may be required.
- The date, time and duration of the session should be confirmed with the visiting speaker.
- The speaker and the school should agree and plan for the teacher to be present throughout the visit so he/she is able to deal with any follow up questions or concerns.
- **Staff must inform the Visiting Speaker that USB sticks must not be brought into School and that any presentation/material etc should be sent to the organiser in advance.**
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements.
- If the speaker is going to work on their own with a small group of pupils they must have CRB clearance.

### **The visiting speaker’s preparation for the visit to the school**

- It is helpful if the visiting speaker outlines their specific expertise.
- Visiting speakers should indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches of the session.
- Visitors in school should give clear, accurate and age appropriate information, with professional boundaries to the pupils.
- It is helpful for the visitor to know what preparatory and follow up work is intended and where their session fits into the overall plan.
- The visitor needs to understand the emotional and intellectual levels of the children or young people involved and to be able to communicate at the appropriate level.
- The visitor should discuss which resources and equipment will be needed and who will supply them i.e. school or speaker.
- It is recommended that there is an opportunity for evaluation after the session

and the content discussed between the visiting speaker and the teacher to ensure effective visits in the future.

## **APPENDIX**

### **VISITING SPEAKER SELF-DECLARATION FORM**

Individuals who are invited to speak at Lady Nafisa School are asked to complete this Self-Declaration Form to ensure a safe learning environment for our pupils. This form should be completed, signed and returned prior to you speaking at the school.

Prior to or on the first day that you are engaged to speak at the School please provide the School with an original, current document confirming your identity. Examples of documents that may be provided are a passport or a photo card driving licence. Please speak to the Administrator regarding other documents that may be provided if required.

**Name of Speaker:** .....

**Dates in School:** .....

#### **To be completed by the visiting speaker:**

- I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service, the Secretary of State or regulatory body.
- I understand that, where appropriate, my session should actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these.
- I understand that it is the School's intention for all who study and work at the School, regardless of their age, race, social and cultural background, linguistic background, gender, Special Educational Needs and Disability (SEN), religious views and beliefs, marital status, sexual orientation, pregnancy or maternity, gender reassignment, political views or trade union membership to have equality of opportunity.
- I understand that while on the school site I must be supervised by a teacher of the school unless I have the required DBS check and the prior agreement of the school.
- I have a twitter account
- I have a Facebook account
- I have an Instagram account

Any other social media accounts not mentioned above please state:

I declare that the information I have given on this form is complete and accurate.

Signed: ..... Date: .....

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**To be completed by the School**

- Identity Check**  
An original and current document including a photograph such as a passport or photo card driving licence has been provided by the visiting speaker and has been photocopied for our records.
  
- We have carried out a social media check (facebook/ Instagram / Twitter)

Checked by:

Signed: ..... Date: .....

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Lady Nafisa School is committed to safeguarding and promoting the welfare of children; speakers must be willing to complete this self-declaration form before speaking at the School.

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