



BLETCHINGLEY VILLAGE PRIMARY SCHOOL

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Visiting Speakers Policy

Introduction

Bletchingley Village Primary School welcomes visitors to various events throughout the year to enrich our broad and balanced curriculum. Visitors make a valued contribution to the life and learning of the school, and the experiences and opportunities they bring to pupils are encouraged and appreciated. It is the school's responsibility to ensure that security and welfare of the whole school community is safeguarded at all times. In order to do this, we ensure that visitors comply with the Visitors and Visiting Speaker's agreement. (see Appendix 2)

This Policy should be read alongside the following policies:

- Safeguarding and Child Protection Policy,
- Collective Worship Policy,
- Prevent Strategy,
- Keeping Children Safe in Education 2022,
- Visitors Policy.

The policy provides a clear protocol and procedure for admittance of external visitors to school, which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines and The Prevent Duty 2015 and the latest version of Keeping Children Safe in Education.

External speakers / Visitors

"External speaker"/ "Visitor" is used to describe any individual who is not a student or staff member of our school. This includes parents/carers, and any individual who is a student or staff member from another school. All sessions organised with external speakers in and outside of our school building still lie within the responsibility (and liability) of our school.

At Bletchingley Village Primary School, we encourage the use of external agencies or speakers to enrich the experiences of our children but we will fulfil our duty to safeguard children by ensuring that:

- Any messages communicated to children support British Values and our school values.

- Any messages communicated to children are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.

- Any messages communicated to children do not seek to promote or endorse criminal activity or violent extremism; or seek to radicalise children through extreme or narrow views of faith, religion or culture or other beliefs and ideologies; or to give messages which are illegal.

- Activities are relevant to the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.

- Activities are matched to the needs, maturity and abilities of children.

However, we wish to encourage children to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to engage actively with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Parents/carers and children are expected to support this approach in order to ensure that all children develop balanced and tolerant views. Children are expected to engage fully with any activity involving a visiting speaker, and to behave towards him/her in line with our school values.

Parents/carers and the children themselves will always be listened to if they raise a concern about a potential visiting speaker, and children may in exceptional circumstances be withdrawn from an event at the parent/carer's request

Organising an event/ lesson with an external speaker

Permission must be granted by the Head teacher/ SLT before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. We reserve the right to cancel, prohibit or delay any event with an external speaker if this Policy is not followed or if health, safety and security criteria cannot be met.

The member of staff (organiser) who has invited the visitor to contribute in school or is responsible for the activities that take place within their lessons/ events. Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented

The organiser must ensure that all speakers/ visitors are made aware of their responsibility in line with the school's safeguarding policy and by reading the Visiting Speaker's agreement (See Appendix 2) to read and sign, to ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

The speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand such talks and presentations will not be used to raise funds, without the prior written permission of the headteacher. The organiser will ensure that the visitor is fully briefed and accompanied on the premises at all times. No event involving any external speakers may be publicised or considered confirmed until the speaker has been cleared through the procedure detailed in this policy.

When organising an event or visit from an external speaker, the organiser will be asked for any/all of the following details:

- brief description of the purpose of the visit
- name and contact details of the visitor
- start and end time of the event
- brief biography of the visitor

Any failure to disclose the full details of an external speaker may result in cancellation. The School will check all speakers' details, group links and other connections (on the first three pages of a search on the internet, using a suitable search engine, and any web link provided).

Any visit from an external speaker who is not previously known to the school must be made no later than 14 days before the date of the event. Any request made outside of this timeframe may be rejected.

Procedure for Researching a Speaker

The office will conduct a short check into all potential speakers using an open source check: searching the speaker and any organisation the speaker is affiliated with, on a suitable Search Engine and look at the first three pages of results. If the speaker has a history of, or has in the past been accused of inappropriate or undesirable activity including but not limited to the list below, the event will not go ahead.

Reasons for cancellation:

- Being a member of or linked to the UK Government list of proscribed terrorist organisations
- Being a member of talks by organisations generally considered to be extremist by Home Office, Surrey Police, and related organisations
- A speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of children or staff
- A speaker accepted in mainstream as being highly controversial

- A speaker known to/or likely to cause harm to a specific group of staff or children
- A link or links, to any person or group that has, in those Google listings, been connected with any controversy of a negative or positive nature.
- A speaker who has significant profile and attracts a following that could create crowd control and health and safety issues.

If no issues are identified, then the event/ speaker will proceed with event confirmation.

A booking form will be emailed to external speakers or completed by the Bursar.

Managing the visit

Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present

Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.

Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

All information about the visiting speaker and the booking process should be recorded on a suitable proforma

Following the visit

After the presentation, an evaluation form should be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future. Once a person has visited a school, future checks should be proportionate.

Roles and Responsibilities

The policy is written and approved by Governors and the senior leadership team. The SLT is responsible for ensuring the policy is implemented throughout the school. Other roles and responsibilities are as described in the policy.

Monitoring and Evaluation

The policy will be evaluated over time as events happen and are reviewed. It will be updated as necessary, in line with the school's own evaluation and any changes to national/local guidance or statutory requirements.

Relevant Legislation and Guidance:

Terrorism Act 2000

The Education (No. 2) Act 1986 S43

Education Reform Act 1988 – Academic Freedom

The Human Rights Act 1998

Equality Act 2010 (s.10 relates to religion & belief as a protected characteristic)

Discrimination Law – religion and belief

Public Order Act 1986 – Violent, Threatening or Abusive Conduct and Speech

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

Counter Terrorism and Security Act 2015

Prevent Duty Guidance in England and Wales HM Government July 2015

Appendix 1

Bletchingley Village Primary School External Speakers Policy Form

This form should be completed by any member of staff or student wishing to bring an external speaker into school. It is not to stop such a person coming to speak. It is instead to ensure that the correct arrangements can be put in place to allow such an event to take place safely.

All forms must be submitted by email or hard copy 14 days prior to the planned date of the event, and one form must be submitted for each speaker wishing to attend.

Name of Activity/ Group:

Name of Organiser:

Contact Email:

Contact Telephone Number:

Event details – please see attached Policy Notes

Name of Speaker:

Date of Event:

Title of Event:

Planned Event Venue:

Speaker details:

Please give as much detail as possible. Please include information about the speaker’s position and organisations they’re affiliated with, the subject they will be speaking about and any other information you think we need to be aware of.

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The office should ensure that the School’s guidance notes, attached to this booking form, are passed to the speaker and that they fully understand them.

Office Use Only

Authorised By: Signed:

Date:

Appendix 2

Bletchingley Village Primary School Visiting Speakers Agreement

Thank you for agreeing to come visit our school. We appreciate the contribution you make.

At Bletchingley Village Primary School, we understand the importance of visitors and external agencies to enrich the experiences of our children, and we value and appreciate their contributions.

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below:

- Any messages communicated to children are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to children do not seek to glorify criminal activity or violent extremism or seek to radicalise children through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of children.
- Visitors will also be accompanied by a member of staff at all times.
- Any messages communicated to children support British Values and our school values.

Agreed by visiting speaker:

Signature Name Date