



## Visiting Speaker Policy

### Introduction

St Augustine's Priory 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 in to 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. 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 school staff) must firstly be discussed with the relevant Designated Safeguarding Lead.

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 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.

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. 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. The member of staff will report this to the Designated Safeguarding Lead and the Head as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a school employee whilst on the school site. At no point will a Visiting Speaker be left unsupervised on the 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 wear at all times whilst on the school site.) Visiting Speakers will also be briefed on the school's Safeguarding Policy and will be required to sign our Visitor's Safeguarding Form entitled "Visits at St Augustine's Priory" (see Appendix 1).

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.

If you have any queries regarding this policy, please contact Kate Cotton, Deputy Head (Seniors).

# APPENDIX 1



## Saint Augustine's Priory

Welcome to St. Augustine's Priory, we hope that you enjoy your time with us. Should you have any questions during your stay then staff and girls are more than happy to answer them for you although this document should be enough to get you started. The member of staff you are visiting will provide you with the information you need to ensure your visit is successful and productive. As a visitor to St. Augustine's Priory:

- You must sign in at Reception and please sign out as you leave
- Your visitor badge must be worn and clearly visible at all times.
- Do not use your personal mobile whilst on duty with pupils, you may use your personal mobile when you are away from pupils during scheduled breaks.
- Personal photography is not permitted whilst you are visiting the school
- Do not give out your personal details including your personal mobile number to pupils or parents without senior staff agreement.
- Any contact with parents or pupils by email must be via a staff school email account.
- Adhere to St Augustine's Acceptable Use Policy.
- Pupils must not be transported in your own vehicle.
- Always report to the Designated Safeguarding Officer or a Deputy Designated Safeguarding Officer anything which causes you concern about a pupil's safety or your own.
- Never promise complete confidentiality to a pupil. Make it clear you may need to tell one other person.
- You must not be left alone with a child or children. Avoid one to one meetings in remote or secluded areas of the school. Ensure there is visual access, and that there are other staff around or at least aware of the meeting.
- Never pass on confidential information without first seeking guidance from a senior member of staff.
- Report immediately to a senior member of staff any indication (written, verbal or physical) that suggests a pupil may be infatuated with you, or with a colleague.
- As a general rule do not touch pupils. Report any physical contact which concerns you or which you believe may have been misconstrued.
- If you have any concerns or questions during your visit please ask at the School Reception and you will be directed to the relevant member of staff.

The following statements define the behaviour and attitudes which set the required standard for conduct of both staff and volunteers at St Augustine's Priory.

To uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Having proper and professional regard for the ethos, policies and practices of the school, and maintaining high standards in your own attendance and punctuality.

## **Appendix 1: Emergency Evacuation Notice**

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Netball courts.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office or the duty Groundsman/Premises Supervisor will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Deputy Headteacher (Seniors) who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

## **Appendix 2: Disabled Staff, Pupils or Visitors**

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Deputy Headteacher as soon as he or she reaches the assembly point. It is the responsibility of the Deputy Headteacher to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

### **Basic Information**

<b>School name</b>	<b>Saint Augustine's Priory</b>
Name of Headteacher	Mrs Sarah Raffray. email: <a href="mailto:sraffray@sapriory.com">sraffray@sapriory.com</a>
Child Protection	The Designated Safeguarding Officer for Seniors is Mrs K Cotton <a href="mailto:kcotton@sapriory.com">kcotton@sapriory.com</a> ext: 7505. For Juniors Mrs K Knowles <a href="mailto:kknowles@sapriory.com">kknowles@sapriory.com</a> ext: 7526. For Pre Preps and Preps Liz Keane <a href="mailto:lkeane@sapriory.com">lkeane@sapriory.com</a> ext: 7527.  The Safeguarding Policy is available on the school website.

	Further information on Child Protection can be found on Safeguarding noticeboards outside Pupil Refectory/Preps, in the Clock House & around the school.
Safeguarding yourself	You should not at any time be left alone with pupils.
Registers	Taken twice daily at 8.40 and 1.20 Juniors and 1.45 Seniors in form rooms
Fire	Fire alarm will sound. Walk your class to the nearest fire exit and assemble at the Netball Courts (see Staff Handbook)
First Aid	Call 7516/7500 and request a first aider
Behavioural problems	The member of staff you are visiting will deal with any incidents.
Ethos of the School	<a href="http://www.sapriory.com">http://www.sapriory.com</a>

I have read and agree to follow the procedures outlined in this document.

Name: ..... (Block Capitals)

Visiting: ..... (Block Capitals)

Signed: .....

Date: .....

Mrs K Cotton

Deputy Head

## APPENDIX 2



### Checklist for Visiting Speakers

	<b>Action / Details of the arrangements</b>	<b>Details</b>
1	Name of the staff member responsible for booking the Visiting Speaker	
2	Name of Visiting Speaker	
3	Visiting Speaker contact details	
4	Date of presentation	
5	Audience details	
6	Confirm that: <ul style="list-style-type: none"> <li>• The Visiting Speaker Policy has been sent to the Visiting Speaker</li> <li>• The Visiting Speaker has been sent out Visitor's Safeguarding Form to complete in advance of their visit</li> </ul>	
7	Visiting Speaker biography, to include speaker's organization and other affiliations	
8	Details of presentation to be provided	
9	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.)	

10	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the school's Equality Policy, the ethos of inclusion of the school, British values or any concern in relation to the Prevent Duty? If such concern exists, refer the matter to the Designated Safeguarding Lead (DSL).	Yes  No (refer to DSL)
11	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity? If yes, complete 12 below and inform the DSL.	Yes (refer to DSL)  No
12	Enhanced DBS certificate details	DBS number:  Date of issue:
13	Name of person responsible for supervising the Visiting Speaker whilst they are on site	
14	Confirm the Risk Assessment form has been completed and a copy provided to the DSL	
15	Confirm a copy of this form has been provided to the Office Manager for inclusion on the Single Central Register.	

Signature of member of staff responsible for organising and liaising with Visiting Speaker:

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

Countersigned by Designated Safeguarding Lead:

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

## AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of Visiting Speaker:

Organisation (if applicable):

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language and behaviour are required at all times.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
4. The visiting speaker must not spread hatred and intolerance of any minority group/s, in the community and thus aid in disrupting social and community harmony.
5. The content of the speech/presentation must contribute to preparing pupils for life in modern Britain.
6. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
7. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
8. Compliance with the school's Equal Opportunities and Safeguarding Policies.
9. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Visiting speaker's signature: ..... Date: .....



## APPENDIX 4



### Risk Assessment for Visiting Speaker/Event

Please pass their form to the Deputy Head (Seniors)/Designated Safeguarding Lead a week before the event (with or without the agreement form)

Name of the Event and Speaker
Date of the Event
Nature of the Event (talk, demonstration to the pupils, interactive learning, etc.)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Tick to confirm that research has been carried out on the Speaker and the organization they are affiliated to <input type="checkbox"/>
Tick to confirm that the Speaker has signed the Agreement and Guidelines Form <input type="checkbox"/>
Tick to confirm that the Office has been informed of the Speaker in order that they can be added to the Register of Speakers which will be held in the Office <input type="checkbox"/>
Tick to confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises <input type="checkbox"/> Not due to be held on school property <input type="checkbox"/>

Agreed by the Headteacher/Deputy Head (Seniors):

Date:

Post Event Evaluation

APPENDIX 5

Visiting Speakers' Log 2016/17

Name of Visiting Speaker	Date of Talk	Topic of Talk	Priory 6 / Senior / Junior / Preps	Name of Organiser