

This Policy has been adopted and approved by Gippswyk Community Educational Trust and has been adapted for use by Copleston High School.

<b>PROTOCOL FOR MANAGING VISITING SPEAKERS</b>	
Approved by GCET/Adapted by Copleston High School	1.9.2017
Reviewed/Amended	May 2019
Ratified by Copleston LGB	1.7.2019
Date of next Review	Summer Term 2020
Responsible Officer	DSL –Mrs J Osborne
Policy Number	CS20

## **Protocol for Managing Visiting Speakers**

Copleston High School is part of a wider community. Occasionally, we have speakers from our wider community who enrich our students' experience of school, providing students with information that helps them to make decisions at different phases of their education, widening their understanding of the world and global issues, and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to your students is to ensure that the information they receive they can critically assess as to its value to themselves and that the information is aligned to the ethos and values of the school and British values.

This procedure must be followed when arranging for visiting speakers to come in to talk to students and staff. The PREVENT Duty Guidance (most recent edition) stipulates that there must be in place clear protocols for ensuring that any visiting speakers – whether invited in by staff or by children themselves – are suitable and appropriately supervised.

### **When planning a speaker:**

You must complete a Visiting Speaker Check form and submit it to the Principal. He will either approve or not approve the speaker, based upon the submitted information. It is important that you give as much details as you can, including detailed checks into your speaker's appropriateness. Talks and presentations must not be used to raise funds – for the school or otherwise – without the prior written permission of the Principal.

### **Upon confirmation that your speaker has been approved:**

You will need to write a letter to invite the speaker to visit the school. You will need to the nominated contact and you must liaise with the speaker/visit throughout the process. The speaker will need to know that they will need to share the content of their presentation with you before the event – either on the day but ideally beforehand. It is your responsibility to ascertain that all information communicated by the visitor/speaker is lawful. The speaker will need to be told to arrive at reception in good time to book in, and must bring suitable identification. They should also be told that unless they can provide confirmed DBS checks that they will be supervised at all times. They will, in addition, need to know that their presentation will be brought to an early end, if the content proves unsuitable. The speaker will need to read and sign the

agreement that they will abide by the school's equality commitments and that there must be no statements which cause offence to others or undermine tolerance of other faiths or beliefs, and there must be no extremist material. This must be returned to the school prior to the event. Without it, the speaker will not be allowed to present.

*If the speaker has not been approved and previous contact has been made about the possibility of a visit, please write to them to inform them that the school has made the decision to not invite them in.*

**A copy of the letter must be passed to the Principal for school records.**

#### **On the day:**

You will need to meet your speaker in reception and ensure that they have gone through the signing in process. If they do not have a confirmed DBS check they will need to be told that they will be supervised at all times throughout their visit and you will be expected to take responsibility for this. At the end of the speaker's visit you will need to escort them back to reception, ensuring that they sign out and leave the site.

#### **During the Speech**

Staff will be present during the visit, including a senior member of staff who is monitoring that the speech aligns with the values and ethos of the school and British values. In the unlikely event that the speech does not meet this requirement, immediate action will be taken by the senior member of staff to balance the information given.

#### **After the event:**

The evaluation form should be completed which includes feedback from staff to assess whether or not the speech/visit meet our needs and will allow any contentious subject areas or comments to be highlighted and recorded. The evaluation should also state whether or not the speaker can be booked again in the future.

Thank you letters are sent.

## Visiting Speakers Check

The member of staff organising the visiting speaker must complete this form when planning to invite a speaker into school. The speaker must be approved by the Principal.

**It is good practice to invite speakers from an established company, charity or other group whose aims are well documented.**

<b>Name and role/job title of proposed speaker</b>	
<b>If any, what organisation is the speaker from?</b>	
<b>What is the purpose /proposed focus of the speaker's visit?</b>	
<b>Why has this speaker been chosen?</b>	
<b>What checks have been carried out to ensure the speaker's suitability? (These should include internet checks, contacting other schools where the person has spoken previously).</b>	
<b>Is the speaker being paid by the school to deliver their presentation? If yes, is it paid directly to them or to an organisation? Name the organisation if this is the case.</b>	

### Principal's Decision

Approved / Not Approved\*

\*If not approved, state reason:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Copleston High School: Visiting Speakers Evaluation

*The event organiser must complete the evaluation after the speaker has presented. The evaluation should be submitted to the Principal within two days of the visit.*

<b>Name of Speaker</b>	
<b>Date of Visit</b>	
<b>Agreed focus of the presentation</b>	

<b>Did the content match the agreed focus of the presentation?</b>	
<b>How did the students respond to the speaker? Please note any particular comments.</b>	
<b>How did staff respond to the speaker? Please note any particular comments.</b>	
<b>Should the speaker be booked again? If no, state the reasons for this.</b>	<b>YES / NO</b>

Evaluation completed by: \_\_\_\_\_

**Copleston High School and Sixth Form**

**Visiting Speaker Agreement – please read and sign the following document:**

Name of Speaker: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

I understand that I must abide by the school's equality commitments. I must make not statement which might cause offence to others or undermine tolerance of other faiths and beliefs. I must not include any extremist material in my presentation.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return your signed agreement to the school, for the attention of the Principal, prior to your visit. You will not be allowed to present if we have not received it prior to your visit.**



# Copleston High School



## Procedures for Safeguarding Children

### Information for Visitors and Volunteers

**A copy of the school's Safeguarding Policy can be requested from Reception.**

The purpose of Copleston High School's Safeguarding Policy is to ensure that every young person who is a registered pupil at the school is safe and protected. Equally, all children that visit the school site at any time are safeguarded in line with the school policy.

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all young people who are registered pupils at our school.

The school strives to maintain an ethos where our young people feel secure, are encouraged to talk and are listened to. Children at our school feel able to talk freely to any member of staff or regular visitor/volunteer to our school if they are worried or concerned about something. Staff, visitors or volunteers will:

- **not** ask leading questions
- **not** promise to keep the matter secret
- **not** attempt to investigate the situation themselves

Whether the suspicions about the welfare of a young person arise through disclosures or as a result of observations, you must:

- make a written note (using the pupil's own words), signed, dated and timed of what was said or seen (paperwork available in staffroom)
- refer the matter **immediately** to the Senior Designated Safeguarding Lead, Janet Osborne, or the alternate designated safeguarding leads Helena Bradshaw and Michelle Crofton-Sleigh.
- The School Governor linked to Safeguarding is Sarah Anderson

You will need to be aware of the possibility that our records might have to be used as **evidence in court** and must therefore be aware of the need to distinguish fact from opinion.