

Date: August 2024  
Review date: August 2025  
Responsibility: MW

# Bishop Challoner School



## VISITING SPEAKERS POLICY



## Bishop Challoner School

### Visiting Speaker Policy

**This policy should be read in conjunction with the School's Safeguarding Policy and Staff Safer Recruitment Policy. This is a whole school policy that includes the Early Years Foundation Stage.**

Bishop Challoner School 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 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 Bishop Challoner 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 obligations when using visiting speakers and what the School expects from visiting speakers.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, 2015) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

#### **School Protocol**

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Headteacher/Deputy Head/Heads of Section.

Before agreeing to a Visiting Speaker attending the School some information will be required in advance of the visit. 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.

It may be appropriate for the organiser in liaison with the Visiting Speaker, to complete a risk assessment depending on the nature of the visit. Risk assessments should be passed to the Bursar. (See Appendix B)

The School will obtain an outline of what the speaker intends to cover in advance of the Visiting Speakers 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 Headteacher/Deputy Head/Bursar 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 visitor's book. The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy.

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 form to aid the adherence to this policy is included below - Appendix A.

### **Guidelines for Visiting Speakers**

The School values visits from speakers who enrich and broaden our pupils' experience and knowledge. They provide them with information that helps them make decisions at different phases of their education, widens their understanding of world and global issues, and provides motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is in sympathy with the Catholic ethos and values of Bishop Challoner and the tenets of the School, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as "British Values").

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
4. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Headteacher.
6. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

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next Review: August 2025



## Appendix A- Bishop Challoner School Visiting Speaker

Name of Organiser in School	
Name of Visiting Speaker	
Contact details (Address & Telephone Number)	
Date of Proposed Visit	
Purpose of Visit	
Audience Details	
Time of Arrival	
Permission given by Head/Deputy Head	Signed <span style="float: right;">Date</span>
Biography of Speaker/Organisation/details of research undertaken to establish whether they have demonstrated extreme views or actions.	
Visiting Speaker Policy has been communicated to the Visiting Speaker	
Risk assessment completed and given to Bursar (if relevant)	
Supervised by Whom	
Visitor ID seen and photocopy taken for Visitor File? )/DBS no. and date of issue if applicable/check carried out by	
Visitor Signed in?	
Safeguarding Leaflet issued/briefed on safeguarding	

### DOMESTIC

Meal Required?	
Accommodation required?	



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Appendix B - Risk Assessment for Visiting Speakers (If applicable)

(to be completed by the Organiser and passed to the Bursar)

Area of concern			Who is at risk?		
Assessment carried out by:		Date		Date of review:	
Risk	Who might be harmed and how?	Action in place/ existing controls	Risk rating	Any further action to manage this risk?	New risk rating

Risk rating range: U – Unacceptable; H – High Priority; M – Medium Priority; L – Low Priority and T - Trivial