



## BARNARD CASTLE SCHOOL

### **Visiting Speaker Policy**

This is a whole school policy.

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<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Reviewed	Suzanne Metcalf	December 2018
Approved	Peter Lavery	December 2018
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Next Review	Peter Lavery	September 2022

## **Introduction**

Barnard Castle School ('the 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 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 above guidelines also apply where speakers deliver virtual 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 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 Deputy Head Pastoral. Once approved, the member of staff organising the talk will complete the Visiting Speaker Checklist and forward these details to the Events Co-ordinator.

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 Deputy Head Pastoral 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. All Visiting Speakers will receive a link to the School's Safeguarding Policy and Visiting Speaker's Policy.

The School will keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations. The School may also process details of the Visiting Speaker's health where necessary in order to protect their health and safety. Any information gathered will be kept in accordance with the School's Data Protection Policy and the Staff Privacy Notice.

If you have any queries regarding this Policy, please contact the Deputy Head Pastoral

