

## Visiting Speakers Policy and Procedures

### Purpose

Emanuel School regularly invites speakers from the wider community to give talks to enrich pupils' experience and support the existing educational provision. 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 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 supports the aims and ethos of the *Safeguarding and Child Protection Policy* and takes into account the Educate Against Hate advice [Hosting Speakers on School Premises](#).

This policy and procedures apply to all staff involved in organising and hosting visiting speakers at Emanuel School.

### Policy Statement

The school's responsibility to pupils is to ensure 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. The school will ensure it prohibits the promotion of partisan political views and will take steps to ensuring the balanced presentation of opposing views on political issues when they are brought to the attention of pupils, in accordance with the DfE guidance on political impartiality in schools (February 2022)

The *Prevent Duty Statutory Guidance (March 2015)*, along with *Keeping Children Safe in Education (September 2023)* expect schools to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised. This policy has therefore been drawn up with regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

### Procedures

#### Approval Procedure

All requests for outside speakers (*be this from a pupil or member of the school's staff*) must be approved by the deputy head: pupils/designated safeguarding lead (DSL).

The member of staff organising the visit must be confident about what they are looking for from an external speaker and complete the [visiting speaker form](#) on Firefly in advance of the visit; this includes bookings for live talks presented remotely. Booking requests will be automatically emailed to the deputy head: pupils/designated safeguarding lead who can then risk assess the request and make a decision as to whether to give permission. This will take into account an assessment of the educational value, the age appropriateness of the event and any safeguarding checks considered appropriate in the circumstances and may include a DBS check if relevant. As appropriate, the school may conduct an online search on the visiting speaker and/or their organisation to ensure the speaker does not have any link to extremism, such as extremist groups and movements.

The deputy head: pupils/designated safeguarding lead has responsibility to ensure the correct checks have been applied before approval is granted for any visiting speaker.

#### Arrangements Prior to the Visit

The organiser of the visit has the following responsibilities:

- to ensure that the visiting speaker provides them with an outline of what they intend to cover in advance of their visit. In some cases, this may mean to request that 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 development stage of the pupils to be in attendance, compatible with the learning objectives and does not undermine British values or the ethos and values of the school.

- to be mindful that subjects of sensitive topic areas may have a negative emotional impact on pupils who are in vulnerable situations/circumstances.
- to identify and put in place arrangements to ensure that individuals can access and participate in the event including disabled participants. For advice, the school's health and safety officer should be contacted.
- to ask the visiting speaker to read the school's visitor information leaflet which includes details of who they should contact if they have a safeguarding concern, the school's emergency procedures and information regarding the security check at arrival.
- to prompt the visiting speaker to complete the data sharing form.
- to consider safeguarding for virtual sessions and remote learning.
- to ensure that the visiting speaker has been booked in for the date/time specified on the booking form to avoid any delays upon arrival.

#### *Arrival Arrangements*

Upon arrival, 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 register at the gatehouse. The visiting speaker will then be issued with a visitors' badge and the school's safeguarding card, which they must wear/ keep at all times whilst on school site.

The member of staff hosting the visiting speaker must collect the visitor from the security gate, inform them of the school's evacuation procedure (including the role they have to play) and supervise them appropriately whilst on the school site.

Supervising staff should also remind visiting speakers to not take digital images of pupils if permission was not granted prior to the visit.

#### *Arrangements During the Visit*

At no point must a visiting speaker be left unsupervised on site whilst pupils are present.

The content of the presentation/talk must be monitored ensuring that it aligns with the values and ethos of the school and the British values. School staff have the right and responsibility to interrupt and/or stop a presentation/talk. Any concerns for the content or nature of the talk must be referred to the deputy head: pupils/designated safeguarding lead immediately.

#### **Record Keeping & Data Protection**

A formal record of visiting speakers is kept in the pastoral management folder and includes contact details, information on the subject matter of the presentations and, as required, details of the visiting speaker's health where it is necessary to protect the visiting speaker's health and safety.

Any personal data collected, communicated before, during or after the event must be kept in accordance with the school's *Data Protection Policy* and *Privacy Notice for Staff*.

#### **Use of Images in School Publications and Social Media**

When a visiting speaker or the topic they are covering is particularly noteworthy, the digital content & communications officer may publish information about an event prior to as well as following an event. Permission to share information is captured as part of the visiting speaker data sharing form.

If following an event, a teacher submits images for inclusion in the school's newsletter or in social media posts, the digital content & communications officer will check, prior to publishing, that the visiting speaker has agreed to this in the data sharing form.

### **Recordings of Events**

Permission to live stream or record an event in Hampden Hall must be sought in advance from the visitor speaker by their completion of the data sharing agreement. If the organiser is unsure whether a speaker has given permission, they should contact the marketing and communications co-ordinator for confirmation.

Organisers should contact the IT helpdesk to schedule the live stream / recording, which if recorded, will be available on E-Stream following the event. Where they wish to share a recording with the wider school community (e.g. schools that are part of the foundation or are involved in the outreach programmes) this should only be done with permission from the speaker. The organiser should liaise with the marketing and communications co-ordinator to ensure this permission is in place.

### **Policy Review & Approval**

Policy Owner	Deputy Head: Pupils/Designated Safeguarding Lead
Date of last review	August 2023
Approved by	Cabinet: September 2023
Responsible Committee	Pastoral
Date of next review	Summer 2024

### **Related Documents**

- Data Protection Policy
- [Educate.Against.Hate – Hosting Speakers on School Premises](#)
- Keeping Children Safe in Education (2023)
- Photographic Image and Video Policy
- Prevent Duty Statutory Guidance (2015)
- Recruitment Policy
- Safeguarding and Child Protection Policy
- [Using External Expertise to Enhance Online Safety Education](#) (UKCIS September 2022)

### Appendix I: Visiting Speaker Booking Form

Please complete this form on [Firefly](#).

	Details of the arrangements	
1.	Date of presentation	
2.	Name of the staff member responsible for booking visiting speaker	
3.	Name of visiting speaker	
4.	Visiting speaker contact details	
5.	Audience details	
6.	Please confirm that the visiting speaker has been sent the link to the visitor information on the school website and been prompted to complete the data sharing form.	YES/NO
	Checklist	
7.	Please confirm that you have checked the visiting speaker basic biography, to include speaker's organisation and other affiliations.	
8.	Details of presentation to be provided	
9.	Details of research undertaken on visiting speaker (e.g. 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 <i>Equal Opportunities Policy</i> , the ethos of inclusion of the school, British values or any concern in relation to the Prevent Duty? If such concerns exist, refer the matter to the designed safeguarding lead (DSL).	Yes                      No (refer to DSL)  (Please circle as appropriate)
11.	Name of person responsible for supervising the visiting speaker whilst on site.	