Visiting Speaker Policy

This policy is a 'whole-school' policy and relates to both the senior school and the junior school (including the Early Years Foundation Stage).

Introduction

Bootham School often invites speakers from the wider community to give talks to enrich our students' experience. The school recognises the enormous benefit gained by students from speakers from all walks of life. Both the school and students 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. The policy does not apply to external hirers of the schools' facilities who are not speaking to students.

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 students 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.

All members of Leadership Meeting, Safeguarding team and Boarding staff are required to undertake Prevent Duty training every two years.

School Protocol

All requests for outside speakers (be this from a student or school staff) must firstly be discussed with the Deputy Head.

Date last reviewed:	September 2024
Person responsible:	Deputy Head
Review group	Leadership Meeting
Approval group	Governors' Meeting
Date of next review:	September 2027

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 students 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 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 students 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 in as a visitor and will be issued with a visitors' badge which they must wear at all times whilst on school site. The badge will be placed on a red lanyard which indicates they are a visitor and must therefore be accompanied at all times. Visiting speakers will also be briefed on the school's Safeguarding Policy beforehand.

The school will keep a formal register of visiting speakers (see Appendix 1). 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 the Deputy Head.

This policy will be reviewed on an annual basis for matters of fact and process

Spring term 2023 - Fact and Process review was undertaken and no changes were required

Autumn term 2023 – Fact and Process review was undertaken no changes

Date last reviewed:	September 2024
Person responsible:	Deputy Head
Review group	Leadership Meeting
Approval group	Governors' Meeting
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Appendix 1 Checklist for Visiting Speakers

The following information should be completed in advance of the visitor's arrival

	Action	Details
	Details of the arrangements	
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: • the visiting speaker has been briefed on the school's Safeguarding Policy and the Visiting Speaker Policy	
	Checklist	
7.	Visiting speaker's organisation (and other affiliations of note if applicable)	
8.	Details of presentation to be provided	
9.	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 concerns exists, refer the matter to the Deputy Head (DH)	Yes No (refer to DH)
11.	Will the visiting speaker be left alone with students and undertaking a regulated activity? If yes, complete 12 below and inform the Deputy Head	Yes (refer to DH) 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	

Signed …… Date ……

Countersigned by Deputy Head

Signed …… Date ……

Please return this form to Deputy Head Academics and keep a copy for your records.

Date last reviewed: September 2024
Person responsible: Deputy Head
Review group Leadership Meeting
Approval group Governors' Meeting
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