



## KINGSWOOD HOUSE SCHOOL

### VISITING SPEAKER POLICY

This Policy relates to the whole school including the Early Years Foundation Stage and is reviewed annually to ensure compliance with current regulations and law and must be read in conjunction with other relevant Kingswood House School policies such as the Child Protection and Safeguarding Policy.

**Created by: Debbie Steer**  
**Approved by: Sally Witts**  
**Date of Review: March 2022**

**Date: March 2021**

#### Introduction

Kingswood House School often invites speakers from the wider community to give talks to enrich our pupil's 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 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 all Visiting Speakers.

This policy should be read in conjunction with the School's Child Protection and Safeguarding Policy as referenced above.

#### 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 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 Procedure

All requests for outside speakers (pupils or staff requests) must be done so via the Visiting Speakers' Form located at the end of this policy (Appendix A) and discussed firstly with the Bursar or Head. The School will undertake a risk assessment (Appendix B) 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 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' lanyard, 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, 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.

If you have any queries regarding this Policy, please contact either the Bursar or Compliance Officer.

APPENDIX A



**Kingswood House School**

**Visiting Speakers' Form**

Name of Speaker	
Address	
Mobile Number	
Email	
Date of Visit	
Member of staff organising the visit and supervising speaker	
Reason for visit/Audience details	
Please state which part of the school are involved in the visit	
Identity Check (Please check their identity against a valid document)	Type of ID proof used:
Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity?  If yes, complete below and inform the DSL.	
Enhanced DBS Certificate  (Please check the DBS certificate and note the no. and date)	DBS Number:  Date of Issue:
Internet Search Are you satisfied that the content seen is not in any way contrary to the School's Equality Policy, its 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 DSL.  (Please state nature of search and any relevant details)	

<p>Confirm that:</p> <ul style="list-style-type: none"> <li>• The Visiting Speaker policy has been sent to the Visiting Speaker.</li> <li>• The Visiting Speaker has been briefed on the School's Safeguarding Policy.</li> </ul>	
<p>Confirm that;</p> <p>The Risk Assessment form has been completed and a copy provided to the Bursar and DSL.</p>	
<p>Confirm that;</p> <p>A copy of this form is provided to the Bursar for inclusion on the Single Central Register.</p>	

Name and Signature of member of staff booking the speaker:

Name .....

Signature .....

Date .....

Authorised by .....

**RISK ASSESSMENT : Kingswood House School**

Severity of **Risk**:  
 1) No risk  
 2) Minor injury/RIDDOR  
 3) Major injury/death

Likelihood:  
 1) Improbable  
 2) Possible  
 3) Likely

**Assess the risk – Is it low, medium or high?**

**RISK = LOW, MEDIUM, HIGH**

Risk assessment for:	Assessment undertaken by	Signed off by:
		Assessment review date:

Hazards	Risk	People at Risk	Existing Controls	Action Needed
