



KINGSWOOD HOUSE SCHOOL

VISITING SPEAKER POLICY

**Created by: Debbie Steer in April 2022.
Reviewed: 17 July 2023 (C. McKelvie)**

**Approved by: Sally Witts
Next review due by: 17 July 2024**

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. It must be read in conjunction with other relevant Kingswood House School policies, such as the Child Protection and Safeguarding Policy, and the School Visitors Policy and Procedures document.

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 – an example is at 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"> • The Visiting Speaker policy has been sent to the Visiting Speaker. • The Visiting Speaker has been briefed on the School's Safeguarding Policy. 	
<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



Kingwood House School - Risk Assessment Form Visiting Speakers

To complete this risk assessment please consider the following steps: **1.** Identify what could cause injury or harm, and how it could be caused (**Hazards**); **2.** Evaluate the level of risk (the **likelihood (L)** that someone may be harmed and the **severity (S)** of injury they could suffer) with **control measures** in place (**Risk Rating**). **3.** Consider who may be vulnerable to harm, because of the hazard (**Person(s) at risk**); **4.** Give details of the action(s) implemented to reduce or eliminate the risk (**Control Measures**). **5.** Detail any further information that is important (**Further Action Needed**)

NOTE: Not all risks can be eliminated, but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. If the risk rating remains **High**, further action needs to be taken to eliminate or reduce the risk until it becomes manageable (**Medium** or **Low** risk).

Risk Rating

Severity (S)	Death	5	Medium	Medium	High	High	High	Priority	Action
	Serious Injury or Reportable Disease	4	Low	Medium	High	High	High	Low	Control measures to be adopted and monitored.
	Reportable Injury (Over 7 days Lost)	3	Low	Medium	Medium	High	High	Medium	Further controls may be necessary. Ensure risk assessment is reviewed.
	Injury With 7 or less Days Lost	2	Low	Low	Medium	Medium	Medium	High	Re-evaluate and Implement further controls to reduce risks.
	Minor Injury	1	Low	Low	Low	Low	Medium		
			1	2	3	4	5		
			Very Unlikely	Unlikely	Possible	Very Likely	Almost Certain		
			Likelihood (L)						

Reason for Assessment:		Date of Assessment:	
Person Completing:		Review Date:	

Hazards	Risk Rating			Person(s) at Risk	Control Measures	Further Action Needed
	S	L	Risk			
Safeguarding Risk to Pupils	4	1	Low	Pupils	<p>All visitors must report to Reception on arrival at school and sign in the visitors record book making note of their name, organisation and who they are visiting.</p> <p>All visitors must be given a copy of our visitors' safeguarding procedures. Safeguarding procedures should be explained.</p> <p>Visitor's lanyard to be worn at all times whilst on the premises.</p> <p>Identification checked on arrival with passport, Driving Licence or identity card.</p> <p>Brief H&S talk given and fire procedures explained.</p> <p>Met by staff organising the visit and supervised throughout their stay.</p> <p>Member of staff will be present during the visit/talk and will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values.</p> <p>Visitors will be asked not to use their mobile phone whilst on the premises.</p>	<p>Visiting Speaker Policy and Safeguarding Policy sent by email prior to visit.</p> <p>Background checks completed prior to visit.</p> <p>In some cases the school may request a copy of the presentation in advance to ensure it is appropriate.</p> <p>Return lanyard</p>

					<p>At the end of the visit, staff to escort the visitor to Reception to sign out and exit via the front door.</p> <p>The Visiting Speaker Form and risk assessment must be given to the Bursar after the visit for inclusion on the SCR.</p>	
Emergency incident	3	1	Low	Visitor	<p>H&S procedures explained on arrival.</p> <p>In the event of fire, visitor to be accompanied via the nearest fire exit to place of assembly.</p> <p>In the event of lockdown, visitor will be asked to follow instructions of the school staff.</p>	Maintain existing controls
Upset member of the audience	1	2	Low	Pupil or staff	<p>Appropriate background checks completed before admission to school.</p> <p>Content of presentation viewed prior to visit to ensure it is appropriate.</p> <p>Staff to remain in attendance at all times.</p>	Maintain existing controls
Trips, falls and injuries	2	2	Low	Visitor	<p>H&S procedures explained on arrival.</p> <p>Ensure first aider on site.</p> <p>Staff to seek medical help from Reception and first aider if minor accident occurs.</p>	Maintain existing procedures.

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					Whole school risk assessment in place.	
Ethos and School Values	1	1	Low	Visitor	Presentation checked by school prior to visit to ensure that it aligns with the values and ethos of the school and British values.	Member of staff to be present during visit/presentation to ensure the values and ethos of the school is maintained.