



Keble Prep School

Safeguarding and Protecting the Welfare of Pupils - Visiting Speakers Policy

Introduction

Keble Prep is one of the Mill Hill School Foundation ("the Foundation") Schools. The Foundation Schools often invite speakers from the wider community to give talks to enrich our pupils' learning experience. The Foundation recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School/s and their pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The purpose of this Visiting Speakers Policy is to set out the Foundation's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from them.

This policy should be read in conjunction with each Foundation 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 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 to British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School Protocol - Before the Event

- 1) All requests for Visiting/External Speakers (be this from a pupil or school staff) must be submitted on the form shown in Appendix 1) and must be discussed with the Head to secure their approval.
- 2) **It must be submitted at least 21 days before the event, to allow for any due diligence/checks required.** This includes the School doing internet searches concerning the speakers/organisations political views/affiliation.

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 Foundation.

As part of this process the staff member proposing the event will identify whether the speaker has a DBS certificate or not (some may, some will not). **All Visiting Speakers to Foundation Schools however are accompanied at all times while they are on school premises,** A DBS will not necessarily be a requirement, and is more a sign of reassurance in the case of representatives of larger organisations.

Self-employed Visiting Speakers may well not have a DBS, but this will not be a barrier to them entering the school as long as the rest of the due diligence, including an online search, has been carried out by school staff, a value-based approach is adopted when the proposal is being considered by senior staff, and it is clearly explained to them that they must be accompanied at all times when they are on school premises.

- 3) Once the External Speaker Request Form has been approved, the proposer may proceed with organising the event.
- 4) The Head/Deputy Head may cancel or postpone a visit if he/she has any concerns about the speaker. **The school will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.**
- 5) 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 of the applicable School as soon as reasonably practicable after the talk/visit.

At no point will a Visiting Speaker be left unsupervised on the school site whilst pupils are present.

Procedure on the Arrival of Visiting Speaker at the School

- 1) All Visiting Speakers must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area. At reception, all Visiting Speakers should explain the purpose of their visit and who has invited them.
- 2) 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. Details of the ID will be noted down by the staff member on reception.
- 3) Reception staff will contact the member of staff responsible for the Visiting Speaker and will ask them to come to reception to meet them.
- 4) Visiting Speakers must wear a visitor's ID lanyard (displayed prominently) all the time they are on the premises.

- 5) Reception staff will draw the Visiting Speaker's attention to the relevant safeguarding, and health and safety information about the school. There is also a leaflet in reception that they can keep with them during their visit.
- 6) The member of staff assigned to accompany the Visiting Speaker also draws their attention to the school's commitment to safeguarding, and stresses that they hear or see anything which causes concern during their visit, this must be immediately passed on to the Designated Safeguarding Lead (regarding a pupil) or Head. Visiting Speakers should wait in the reception area until they are met by the member of staff to be escorted to their destination.
- 7) All Visiting Speakers should be accompanied by a member of staff. Visiting Speakers should not be alone with pupils/children. If Visiting Speakers find they are alone with pupils/children, they should report to a member of staff or reception.

The school may also process details of the Visiting Speaker's health, where necessary, in order to protect their health and safety during the visit. Any information gathered will be kept in accordance with the school's Data Protection Policy and the Staff Privacy Notice (available to see on the school website [Policies & Procedures - Mill Hill Schools](#)).

On departing the school, Visiting Speakers should leave the School via reception, where they must sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

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.

Date: September 2023

External Speaker Request Form

All requests for Visiting Speakers to come into school (be this from a pupil or school staff) must be submitted on this form at least 21 days in advance of the proposed event, and must be discussed/agreed with the Head.

Name of organiser:

Society or group organising event:

Contact email:

Contact telephone number:

Event Details

Title of event:

Date of event:

Venue/Location of event:

Expected number of attendees:

Will the event be...? (Please type yes in box provided)

Member Only

Invitation/ticket only

Open to general public

About the Event

Please provide a short description of the event:

About the Speaker (s)

This should include name, the organisation they're related to, the subject they will be speaking about and any other information you think we need to be aware of.

Confirm any external speakers' affiliations (specifically where they are religious or political)

Declaration of any knowledge of controversy attracted by the speaker or topic in the past

Confirmation of website details (where relevant) providing further information on the speaker

Is the event and speaker likely to attract media interest - if so why?

Authorised by the Head:

Signature:

Date: