



Sarum Hall School

VISITING SPEAKER POLICY

Date: June-20

Review: Date: June-21

As part of our Curriculum and in support of charities we invite speakers from the wider community to our School.

The 'Prevent' Statutory Guidance (*The Prevent Duty: Departmental advice for schools and childcare providers, DfE, June 2015*) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

When inviting speakers, the School follows the statutory guidance Keeping Children Safe in Education DfE (KCSIE) with regards to duties of safeguarding and promoting the welfare of the pupils within the School. This policy should be read in conjunction with the School's Safeguarding and Staff Behaviour and Code of Conduct Policy and Procedures.

Preparation for the Visiting Speaker

- All visiting speakers are to have a nominated point of contact at the School (the Organiser), who will consider the content and risks of the speech in relation to our Prevent Duty.
- The School (Organiser) should check that the work of the visitor or agency is known to them and be considered suitable (in respect of child protection see *Children's Act 1989*). An internet search and/or informal reference should be taken wherever possible or practicable.
- The Organiser should complete a [Visiting Speaker Risk Assessment](#) and submit this to the Head for approval.
- The Organiser must ascertain that all information to be communicated by the visitor/speaker is appropriate and lawful. This may include a review of their social media presence. The visitor/speaker should provide clear guidelines outlining the content of their speech and send any powerpoints in advance for approval.
- The date, time and duration of the session should be confirmed with the visiting speaker and should be communicated to the Office and Bursar as once confirmed.
- The speaker and the School should agree and plan for a Teacher or the Organiser to be present throughout the visit.
- Arrangements should be recorded in the electronic School diary via the Deputy Head.

The visiting speaker's preparation for the visit to the school

- It is helpful if the speaker outlines their specific expertise.
- Speakers should indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches.
- Speakers should give clear, accurate and age-appropriate information, taking into consideration the emotional and intellectual levels of the pupils

Visiting Speaker

This policy applies to EYFS



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and ensuring that the values of the School and British Values are reflected.

- It is helpful for the speaker or visitor to know what preparatory and follow-up work is intended.
- It should be discussed what resources and equipment will be supplied by the School/speaker.
- It is recommended that there is an opportunity for evaluation after the session and the content discussed between the speaker and the Teacher to ensure effective visits in the future.

Upon Arrival at the School

- The speaker or visitor should arrive at the main School Office where they need to sign into the Visitor Management System.
- They will need proof of identity with them which will be confirmed.
- If they hold a current DBS Certificate the School should have sight of this.
- The speaker or visitor will be asked to read all details relating to Fire Regulations, First Aid, details of DSL and use of mobiles.
- They should be met at the office by the Teacher or Organiser.
- The speaker or visitor will wear a Sarum Hall School Visitor badge.
- They must be accompanied at all times whilst on the School grounds by the Teacher or Organiser.
- At the end of their visit they must sign out at the School Office.

Linked guidance, policies and procedures:

[Keeping Children Safe in Education \(KCSIE\) statutory guidance](#)

[Working-together-to-safeguard-children](#)

Relevant school policies:

Keeping Children Safe in Education, Child protection Policy and Code of Conduct.