



# **HURLINGHAM SCHOOL AND NURSERY**

**EST. 1947**

## **Visiting Speaker Policy**

This policy document applies to all activities of Hurlingham School, including the Early Years Foundation Stage.

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### Awareness of School Procedures

- Visits to school are carried out in line with all relevant statutory guidance and legislation.
- All guest speakers will be signposted to relevant school policies and act in accordance with them.
- Visits to school take place when scheduled and as directed, with approval from the Headteacher, where required.
- The Deputy Head ensures all guest speakers are aware of the school's fire management plan, evacuation procedures, and any actions required upon entry to the school premises, e.g. wearing identification badges and signing the visitors' log.
- Returning guest speakers are informed of any changes to the relevant policies and procedures.

### Legitimacy of Visiting Speaker

- Visits are arranged with guest speakers that the school has already developed relationships with where possible.
- The Deputy Head gives careful consideration to the suitability of a guest speaker.
- The **Deputy Head and Heads of Section** ensure that all guest speakers are suitably skilled to present to pupils (wherever possible).
- Guest speakers provide proof of qualifications or competency, where appropriate.

### DBS checks

- The policy of the school is that all Visiting Speakers must be supervised whilst onsite.
- Staff are made aware, via Staff Training, that the existence of a DBS check is not sufficient to allow unsupervised access to the school premises.

- Where a guest speaker has the full recruitment checks, as conducted by Hurlingham School and confirmed by the HR Manager, the Visiting Speaker may be unsupervised.

## **Safeguarding Procedures**

- Guest speakers' employers provide the Deputy Head, via the staff member responsible for organising the event, with details of those who will be visiting the school.
- Pupils are informed about any visits being carried out by guest speakers.
- A safeguarding incident reporting procedure is in place.
- The identity of all guest speakers is checked on arrival at the school.
- Access to the school premises is restricted to identified guest speakers only, e.g. those wearing school-issued visitor badges.
- Guest speakers wear any relevant identification at all times while on the school premises.
- The school reserves the right to deny guest speakers access to the school if they cannot be identified.

## **Contact with pupils**

- Guest speakers are supervised by a staff member unless they have the appropriate level of recruitment checks.
- Guest speakers provide evidence of the work that they will be carrying out with pupils before they are permitted to work with them (examples might be copies of notes or presentations).

## **Data protection procedures**

- If guest speakers have access to any personal or confidential information about pupils and/or staff, the Headteacher/Deputy Head works with the Privacy Officer to ensure this information is controlled and that the guest speaker does not retain any of it following the visit or expiration of the purpose it was used for.

## **Use of social media**

- If applicable, a guest speaker's presence on social media is monitored by the Deputy Head and staff member organising before a visit is permitted, e.g. to check for inappropriate views or images.
- Guest speakers displaying inappropriate content on their social media channels are not permitted to visit the school.

## **Health and Safety Procedures**

- The school's Health and Safety Policy is adhered to at all times.
- Where necessary, additional risk assessments are carried out relating to specific activities that pose an increased risk.
- All equipment used during the visit is used as directed, maintained in good working condition, and stored safely where it is not accessible to pupils.
- An accident-reporting procedure is in place.

## **Unsuitable guest speakers**

- Before inviting an external agency or guest speaker, the school conducts background research into the relevant parties, ensuring that:
  - Any messages communicated to pupils support fundamental British values.
  - Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism and are not shared by terrorist groups.
  - The group or person is not attempting to narrow the views of pupils through extreme or narrow views of faith, religion, culture or ideology.
- The Deputy Head ensures that subject matters being raised are appropriate for the specific age group.
- All members of staff actively attempt to strengthen pupils' abilities to engage in informed debate. Careful consideration is given to the suitability of a guest speaker to enrich pupils' education.
- The guest speaker is briefed before the visit on the school, its ethos, the nature of its cohort, how many people will be present for the visit and any issues which should be avoided.
- The guest speaker is briefed and reminded before the visit regarding appropriate language and age-appropriate topics.
- Topics are assessed before the presentation to ensure they are age-appropriate.
- The school ensures guest speakers do not intentionally or unintentionally demean individuals or groups in relation to their protected characteristics.
- The school ensures guest speakers do not deliver a speech that creates an environment where people experience, or could reasonably fear, harassment, intimidation or violence.
- Offensive or intolerant language by guest speakers is not accepted.
- All members of staff are trained to deal with instances of pupils expressing views or ideas that are discriminatory, prejudiced or extremist.

## **Pre- and post-presentation preparation**

- The speaker provides a balanced presentation of opposing views which is applicable when a guest speaker is expressing partisan or overtly political views.
- The school ensures a balanced approach through:
  - Discussions in class.
  - Presentations by staff.
  - Extracurricular activities.
  - Assigning homework to pupils.
- The final decision as to whether the subsequent learning activities carried out before and after the visits are balanced is made by the Deputy Head/Heads of Section.

## **Risks during the visit**

- Guest speakers are made aware if their speech is being recorded or filmed.
- No recordings or videos are made public unless written permission is granted by the speaker.
- All personal data is handled in line with the Data Protection Policy.
- The Headteacher or a senior member of staff is present during the speech or group activity, to oversee that the relevant guidelines are followed.
- Intervention is considered if the member of staff feels it is necessary and any reasons for intervention are recorded for future reference.
- The school has a back-up plan to ensure pupils' education is not disrupted in the event a speaker cancels on the day of the visit or fails to attend for any reason.
- Any technical arrangements necessary for the speaker are arranged in advance.