

Buttercup Primary School

Visiting Speakers Policy

Date: 07/07 2017
Review: July 2019

This policy is founded within our school ethos which provides a caring, friendly and safe environment for all members of our community.

1.0 Procedure to be followed prior to day of visit

1.1 The Headteacher must be informed in advance that a visiting speaker is to be invited to the School. When looking at inviting an outside speaker the following information should be provided:

- Brief description of booking
- Group Size
- Name and Contact Details of the person making the booking
- Start and End Time of the Event
- Contact Details for External Speaker
- Brief Biography of the Speaker

1.2 The Headteacher can then give outline authorisation for the Speaker to be booked. See Appendix 1

1.3 Following the Headteacher giving provisional permission, the name of the intended speaker and details of any organisation represented must be forwarded to the Lead Designated Safeguarding Officer- Ms Shaheda Khanom.

1.4 Once this information is passed on, the process of vetting will begin. See Appendix 6

1.5 The Lead Designated Safeguarding Officer Ms Shaheda Khanom will advise the Headteacher of the vetting outcome. Final clearance for the visiting speaker can then be granted by the Headteacher. If the School has any concerns during the vetting process see Appendix 5, we will pass any relevant information to the Local Authority Prevent Officer Thomas Llewyn or other necessary multi agencies. See Appendix 4.1. Any action thereafter will be followed up. see Appendix 4.2

1.6 The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form is read and signed. This needs to be completed, signed and returned to the School before the presentation can begin. The Form indicates a commitment to the following:

1.7

- The speaker must not incite hatred, violence or call for the breaking of the law
- The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- The speaker must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony and uphold British Values.
- The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
- The speaker must adhere to the School's Equal Opportunities (Equalities act 2010) and Safeguarding Policies. The speaker is not permitted to raise or gather funds for any external organisation or cause without the express permission of the Headteacher.
- No promotional material to be permitted on school premises without prior consent of the HT.
- The speaker should be advised that they will be required to sign an agreement before speaking. If requested, a copy of the agreement will be sent to the speaker in advance of the presentation.

2.0 Procedure to be followed on the day of the visit

- 2.1 On arrival the visiting speaker should be met at reception, an ID badge issued and a Member of School Staff should remain with the speaker during the entire duration of their time in school.
- 2.2 Prior to the speech/presentation the Visiting Speaker Agreement Form must be read and signed by the visiting speaker and returned to a Member of the School Staff.
- 2.3 During the speech at least one member of staff will be present at all times.
- 2.4 The School will not permit separation by gender at any school events.
- 2.5 Following the address/assembly the guest should be accompanied by a Member of Staff to the School Reception where they should sign out and leave the premises.
- 2.6 The member of staff organising the visiting speaker should review/evaluate the address by the guest speaker and report any concerns to the Lead Designated Safeguarding Officer immediately. Appendix 4.1& 4.2
- 2.7 If concerns are raised, the Lead Designated Safeguarding Officer will take action to address the concern in line with the School's Safeguarding Policy. Appendix 4.1& 4.2
- 2.8 Records will be maintained and necessary parties including the Headteacher and the Proprietor will be informed.

3.0 Venue Booking

- 3.1 The School will follow its guidelines (see Venue Booking Policy) when there is a request to book the School Hall as venue.

4.0 Monitoring and Evaluation

- 4.1 The Lead Designated Safeguarding and the HT will be responsible for ensuring that this Policy is monitored and evaluated regularly. This will be undertaken through formal audits of applications made and a yearly review will be presented to the Headteacher and reported to the Proprietor.

Appendix 1

REQUEST FOR PRIOR APPROVAL FOR VISITING SPEAKERS

Name of Teacher/Member of Staff making request:	
Proposed Date of Event/Visiting Speaker	

Brief Description of Event/Reason for Visit:

Target Audience (Teaching Group/Year Group etc):

Approximate Audience Number	
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Details of Visiting Speaker (Brief Biography):

Topic of the Proposed Presentation and Short Summary of Content to be covered:

If applicable the name of the organisation the visiting speaker represents:
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Prior Approval Granted/Denied (Please delete/highlight as necessary)

If denied, reasons for not granting approval:

Headteacher's Signature:

Date:

When provisional agreement has been granted by the Headteacher, this Form should be handed to the Lead Designated Safeguarding Officer Shaheda Khanom

Appendix 2

Provisional information form

Name of delegates making visit :	
Number of person	
Proposed date agreed of Event/Visiting Speaker	

Brief Description of Event: The school will be hosting a week dedicated towards safety, some of the areas that will be covered that week will be : cyber safety, social media, bullying, behavior and consequences, law , celebrating differences, fire safety, childline and road safety .

Target Audience (Teaching Group/Year Group etc): ks1 & KS2 5-11 years

Approximate Audience Number	60
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Details of Visiting Speaker (Brief Biography):

Topic of the Proposed Presentation and Short Summary of Content to be covered:

If applicable the name of the organisation the visiting speaker represents:

Delegate/s Signature:

Date:

When provisional agreement has been granted by the Headteacher, this Form should be emailed to the Lead Designated Safeguarding Officer Shaheda Khanom

Appendix 3

AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

In order to maintain a clear focus on our main priority of Teaching and Learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all students.

Name of Visiting Speaker	
Organisation / If Applicable	

The Visiting Speaker agrees to the following Terms and Conditions:

1. The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language, and behavior are required at all times.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The Visiting Speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organizations that support such acts.
4. The Visiting Speaker must not spread hatred and intolerance of any minority group/sin the community and thus aid in disrupting social and community harmony.
5. The Speaker must demonstrate a commitment to adhere to the School's 'No Place for Hate' views.
6. The content of the speech/presentation must contribute to preparing students for life in Modern Britain.
7. The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
8. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
9. Compliance with the School's Equal Opportunities (Equalities Act 2010) and Safeguarding Policies.
10. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
11. Evaluation will be made to determine the usefulness of the visitor/Speaker in relation to the curriculum.

I have read these guidelines and agree to abide by them.

Visiting Speaker's

Signature: Date:

Witnessed by Name _____ **Sign** _____

Position _____ **Date** _____

Appendix 4

Buttercup Primary School: Risk Assessment for All School Events and Visiting Speakers

Area of Concern		Who is at Risk?	
Assessment carried out by:		Date:	Date of Review:

Risk	Who might be harmed and how?	Action in place / Existing controls	Risk rating	Any further action to manage this risk?	New risk rating

Risk Rating Range: U-Unacceptable; H-High Priority; M-Medium Priority, L-Low Priority and T-Trivial

Buttercup Primary School: Risk Assessment

Risk Rating Form and Matrix

Using the Risk Rating Formula:

1. From Box 1 decide the rating of the probable severity/consequences of the hazard
2. From Box 2 consider the rating of the likelihood of the event occurring
3. Look up the combination in the Risk Rating Chart/Matrix and link it to the action combination

Box 1- Rate severity/Consequence

- A. Extremely harmful
- B. Harmful
- C. Slightly harmful or not harmful

Box 2 – Rate Likelihood

1. Highly likely [to occur]
2. Likely [to occur]
3. Unlikely [to occur]

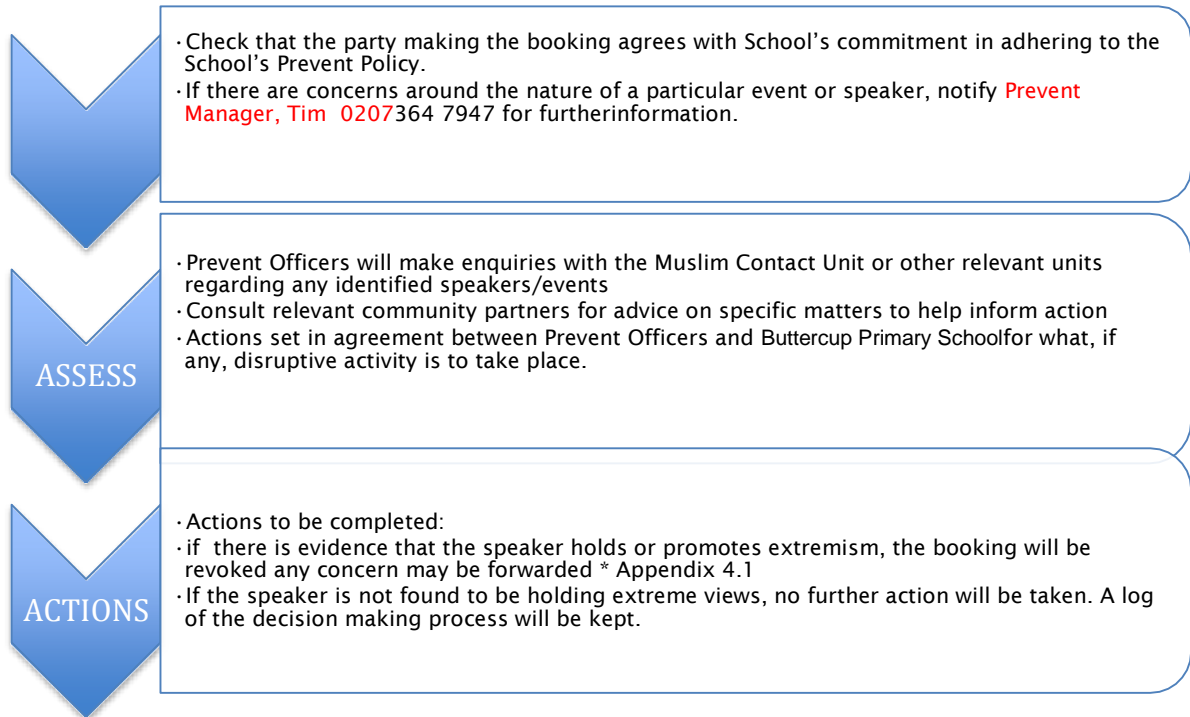
Consequences/Likelihood of event occurring	Extremely Harmful [A]	Harmful [B]	Slightly Harmful or Not Harmful [C]
Highly Likely [1]	Unacceptable [U]	High [H]	Medium [M]
Likely [2]	High [H]	Medium [M]	Low [L]
Unlikely [3]	Medium [M]	Low [L]	Trivial [T]

Action combination to calculate risk rating:

- A1** **U–Unacceptable**–Must act immediately to ensure adequate controls are put in place
- A2/B1** **H – High Priority** – Urgent action required to reduce severity or likelihood
- A3/B2/C1** **M – Medium Priority** – Must receive attention to reduce severity or likelihood
- B3/C2** **L – Low Priority** – Look at ways to see if risk can be reduced
- C3** **T – Trivial** – Minimal risk

Appendix 5

Venue / visitor Booking Policy



APPENDIX 6
BUTTERCUP PRIMARY SCHOOL
Risk Assessment for vetting process for Visiting Speaker/Event

Website link , Name of page	Information found controversial? Y/N	Copy of print screen made Y/N	Time and date	Enhanced DBS seen
Calls made	Name of person spoken to information negative /positive ?	Time	Date	
Social media check	Information negative /positive ?	Time Date	Print screen made Y/N	
Other				

Name of staff conducting check _____

Signed _____ date_____

Appendix 4.1

**Cause for concern log:
To be Shared with multi agencies in line with PREVENT, and the schools safeguarding policy**

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Shared with

Police ____ SO15____

PREVENT officer ____

Social Services _____

Appendix 4.2

Cause for concern follow up log: Agency name _____
To be Shared with multi agencies in line with PREVENT, and the schools safeguarding policy

Action agreed :

Target date _____

Appendix 4.3

Evaluation: Agency/Visitor name _____
To be Shared with the school SLT

Impact :