

Buttercup Primary School

Visiting Speakers Policy including EYFS

## Complied by: Shaheda Khanom Reviewed by: Rena Begum

## Reviewed on: 01st March 2021 Next review date: 01st March 2022

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

* 1. **Procedure to be followed prior to day of visit**
  2. 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. The Headteacher can then give outline authorisation for the Speaker to be booked. See Appendix 1
  2. 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.
  3. Once this information is passed on, the process of vetting will begin. See Appendix 6
  4. 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 Tom Llewyn or other necessary multi agencies. See Appendix 4.1. Any action thereafter will be followed up. see Appendix 4.2
  5. 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:
* 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.
  1. **Procedure to be followed on the day of the visit**
  2. 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.
  3. 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.
  4. During the speech at least one member of staff will be present at all times.
  5. The School will not permit separation by gender at any school events.
  6. 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.
  7. 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
  8. 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
  9. Records will be maintained and necessary parties including the Headteacher, and the Proprietor will be informed.
  10. **Venue Booking**
  11. The School will follow its guidelines (see Venue Booking Policy) when there is a request to book the School Hall as venue.
  12. **Monitoring and Evaluation**
  13. 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** |  |

|  |
| --- |
| **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:**

**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 persons** |  |
|  |
| **Proposed date agreed of Event/Visiting Speaker** |  |

**Brief Description of Event:**

**Target Audience (Teaching Group/Year Group etc):**

|  |  |
| --- | --- |
| **Approximate Audience Number** |  |

|  |
| --- |
| **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 Box1decide 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**

1. **Extremely harmful**
2. **Harmful**
3. **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:**

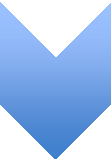
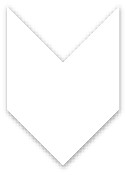
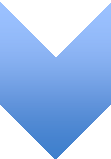
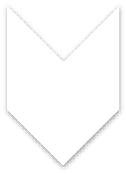
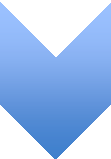
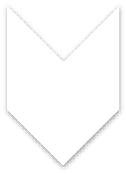
**A1 U–Unacceptable**–Must act immediately to ensure adequate controls are put in place

**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**



•Check that the party making the booking agrees with School’s commitment in adhering to the School’s Prevent Policy.

•If there are concerns around the nature of a particular event or speaker, notify Prevent Manager, Tel: 0207364 7947 for further information.

ASSESS

•Prevent Officers will make enquiries with the Muslim Contact Unit or other relevant units regarding any identified speakers/events

•Consult relevant community partners for advice on specific matters to help inform action

•Actions set in agreement between Prevent Officers and Buttercup Primary School for what, if any, disruptive activity is to take place.

ACTIONS

•Actions to be completed:

•if there is evidence that the speaker holds or promotes extremism, the booking will be revoked any concern may be forwarded \* Appendix 4.1

•If the speaker is not found to be holding extreme views, no further action will be taken. A log of the decision-making process will be kept.

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 4.1**

**Cause for concern log**:

**To be Shared with multi agencies in line with PREVENT, and the schools safeguarding policy**

|  |
| --- |
|  |

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: |

Addendum Visiting Speakers policy

## APPENDIX 1

**MOBILE PHONES, TABLETS & CAMERAS – REFUSAL DISCLAIMER**

I confirm that I am declining to leave my device in the designated locker or with the school office. I accept that I may be requested to show a member of staff photographs stored on my device to ensure and protect the safety of the children at the school and will agree to this.

I confirm that I will not take any photographs of children whilst on the premises.

I confirm that I will only use my mobile device in designated areas of the school unless I need to use it in the capacity of my business at the school.

**Signature: …………………………………. Print Name:…………………………**

**Company: ………………………………… Date:……………………………………**

**APPENDIX 2 - APPROVED VISITOR LIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME** | **COMPANY** | **DBS CHECK PERFORMED BY** | **DBS CERTIFICATE NUMBER AND DATE** | **DBS DETAILS - ENHANCED/ CHECK OF CHILDREN’S**  **BARRED LIST** | **VERIFYING MEMBER OF STAFF IN SCHOOL** | **PHOTOGRAPHIC ID SEEN AND DATE OF VERIFICATION** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Buttercup Primary School Policy for VisiVisitors Covid-19 Addendum**

Due to the COVID -19 Pandemic we are restricting visitors coming into Buttercup Primary school and therefore we require that ALL VISITORS (without exception) comply with the following addendum until further notice.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff and will ensure that this duty is implemented at all times in order that the security and welfare of our pupils is not compromised by potential visitors coming into the school and increasing the risk of possible transmission of COVID-19.

The addendum applies to all external visitors including:

* Parent/carers and their children if they do not attend the school \*(One parent will be allowed to collect an ill child)
* Volunteers
* Other Education related personnel
* Building and maintenance and all other independent contractors

***Visitors must not arrive unannounced or invited. They will be turned away if this happens.***

The school will complete a risk assessment for every visitor – Appendix 2 and in line with current visiting speakers policy for vetting requirements.

**Pre-arrangement of visit**

* Correspondence in regard to the visit will be by phone or email only.
* Visitors must provide proof of identity prior to the visit via secure email or password encrypted email.
* If the visitor has not been to the school before, we will also need to have confirmation of their DBS
* Visitors must be given information about fire safety evacuation procedures following the 1-2-metre rule if possible.
* Visitors will be advised not to use the toilet facilities whilst at the school.
* Visitors will be asked not to attend if they have symptoms of COVID-19.

**On arrival**

* ***All*** visitors must report to the school office/ reception first and should not enter the school via any other entrance.
* Visitors must not arrive early.
* Visitors must wait to be instructed by a member of office staff of the current systems in place.
* Visitors will be supplied with hand sanitising products, before entering the main building of the school.
* Visitors will not be asked to sign the Visitors Record Book. This will be completed by office staff, including car registration details.
* Visitors will be provided with a disposable visitor badge/ sticker.

**During the visit**

* + The visitors point of contact will be asked to come to reception to receive the visitor adhering to the 1-2-metre rule. The contact will then be responsible for them whilst they are on site. The visitor must not be allowed to move about the site unaccompanied, this includes those that are registered on the Approved Visitor List to eliminate coming into contact with other people unnecessarily.

***All breaches of this addendum must be reported to the Headteacher with immediate effect.***

**Monitoring and review – To be reviewed in accordance with Government guidance.**