



# **LEWES OLD GRAMMAR SCHOOL**

## **Visiting Speaker Policy**

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### **Introduction**

Lewes Old Grammar School (LOGS) often invites speakers from the wider community to give talks to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the LOGS and pupils greatly appreciate the time and effort that Visiting Speakers put in to their presentations.

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

This policy should be read in conjunction with the School's Safeguarding Policy.

### **Overview**

The Prevent statutory guidance expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable.

(<https://www.gov.uk/government/publications/prevent-duty-guidance> )

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 British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The check list for Visiting Speakers (125a) must ensure that the content of the presentation is watched and checked for extremist views and that any paperwork is carefully checked and screened.

### **School Protocol**

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Headmaster and Bursar along with a completed risk assessment

LOGS will undertake a risk assessment before agreeing to a Visiting Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The School will obtain an outline of what the speaker intends to cover in advance of the Visiting Speakers 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 School.

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 Headmaster as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present.

On arrival at the School, 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 in. The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy.

The School will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

If you have any queries regarding this Policy, please contact the Bursar.

The register of external speakers will be held by the Operations Department and entries made on the SCR as required.

Recommended review period: Every two years
Review by: DSL, Headmaster, Bursar
Date reviewed: August 2016
Date to be reviewed July 2018