



## **VISITING SPEAKERS**

Version	3
Reviewed By:	Director of HR
Reviewed:	September 2021
Next Review:	September 2022

### **INTRODUCTION**

Dover College often invites speakers from the wider community to give talks to enrich our pupils' experience. The College recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that visiting speakers put into their presentations.

The purpose of this policy is to set out the College'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 College's Safeguarding and Child Protection Policy.

### **DEFINITION**

For the purposes of this policy a 'visiting speaker' is any person who is not employed by the school who is going to be here on the premises and who will be working with our pupils in some way; whether that is through a talk or a workshop or some other means.

## OVERVIEW

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. Therefore, this policy was created having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The College'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.

## SCHOOL PROTOCOL

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Deputy Head for the Senior School and Prep School Deputy Head for the Prep School.

The College will undertake a risk assessment, in the form of a checklist, before agreeing to a visiting speaker attending the College: this will be carried out by the colleague organising the event and sent to the Senior School Deputy Head/Prep School Deputy Head in advance of the event. The College may also conduct research on the visiting speaker and/or their organisation, as appropriate. The College will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

The member of staff in charge of the event will complete the attached checklist and ensure that the Senior School Deputy Head/Prep School Deputy Head receives a completed copy no later than 24 hours prior to the event.

The College will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's visit. In some cases, the College 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.

On arrival at the College, 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 the visitors' log. 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 given a leaflet on Safeguarding and Child Protection at Dover College.

Visiting speakers will be supervised by a College employee at all times whilst on College campus. At no point will a visiting speaker be left unsupervised on the College site whilst pupils are present. A member of school staff will be present during the visit/talk, and they 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 College staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Senior School Deputy Head/Prep School Deputy Head immediately after the talk/visit.

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

## Checklist for Visiting Speakers

<b>Action</b>	<b>Details</b>
<b>Details of the Arrangements</b>	
Name of the staff member responsible for booking the visiting speaker	
Name of the visiting speaker	
Visiting speaker contact details	
Date of presentation	
Audience details (year groups etc.)	
Visiting speaker short biography, to include speaker's organisation and other affiliations	
Details of presentation to be provided	
Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc.)	

<p>Are you satisfied that the content seen in response to the question above is not in any way contrary to the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty?</p> <p>If such concerns exist, refer the matter to the Designated Safeguarding Lead (DSL)</p>	<p>Yes/No (refer to DSL)</p>
<p>Name of person responsible for supervising the visiting speaker whilst they are on site</p>	

**Signed:**

**Date:**

**Print Name:**

**Signed:**

**Date:**

**Countersigned by the Senior School Deputy Head/Prep School Deputy Head (delete as appropriate)**