



Halliford  
School  
SHEPPERTON

# Visiting Speaker Policy

## January 2023

*Approved by the Governing Body September 2022  
To be reviewed March 2023*

## Contents

Mission Statement.....	2
Introduction.....	2
Overview.....	2
School Protocol.....	3
Appendix 1 - Checklist for Visiting Speakers.....	4
Appendix 2 – Agreement and Guidelines for Visiting Speakers .....	6
Appendix 3 – Risk Assessment for Visiting Speakers.....	7
Appendix 4 – Post Talk evaluation.....	8

## **Mission Statement**

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and co-curricular opportunities.

## **Introduction**

Halliford School often invites speakers from the wider community to give talks to enrich our students' experience. The school recognises the enormous benefit gained by students from speakers from all walks of life. Both the school and students 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 and Child Protection Policy and the Safe Students Safe Staff Policy.

## **Overview**

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-dutyguidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. 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 students 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 student or school staff) must firstly be discussed with the Designated Safeguarding Lead (Senior Deputy Head), especially in conjunction with potentially sensitive material.

The school will undertake a risk assessment (Microsoft Forms) 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 Speaker's visit. Where appropriate, the School will 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 students to be in attendance and does not undermine British values or the ethos and values of the school. These are held by the Head of PSHE.

At least one 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 Designated Safeguarding Lead and the Headmaster as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a member of school staff whilst on the school site. At no point will a Visiting Speaker be left unsupervised on the school site.

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 the visitors' book. (The Visiting Speaker will be issued with a red lanyard visitors' badge which they must wear at all times whilst on the school site.) Visiting Speakers will also be briefed on the school's Safeguarding Policy.

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

## Appendix 1 - Checklist for Visiting Speakers

Please complete using MS Forms, which replicates the details below (link below)

(14) General (Halliford Forms) | Microsoft Teams

1	Name of the staff member responsible for booking the Visiting Speaker	
2	Name of Visiting Speaker	
3	Visiting Speaker contact details	
4	Date of presentation	
5	Audience details	
6	Confirm that: <ul style="list-style-type: none"><li>• The Visiting Speaker Policy has been sent to the Visiting Speaker</li></ul>	
7	Visiting Speaker biography, to include speaker's organisation and other affiliations	
8	Details of presentation to be provided	

9	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.)	
10	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the school's Equality Policy, the ethos of inclusion of the school, British values or any concern in relation to the Prevent Duty? If such concern exists, refer the matter to the Designated Safeguarding Lead (DSL).	Yes  No (refer to DSL)
13	Name of person responsible for supervising the Visiting Speaker whilst they are on site	
14	Confirm the Risk Assessment form has been completed and a copy provided to the DSL	
16	Have any financial implications been agreed with the Bursar?	

Signature of member of staff responsible for organising and liaising with Visiting

Speaker: Signed: ..... Date: .....

## Appendix 2 – 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 behaviour 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 organisations that support such acts.
4. The visiting speaker must not spread hatred and intolerance of any minority group/s, in the community and thus aid in disrupting social and community harmony.
5. The content of the speech/presentation must contribute to preparing students for life in modern Britain.
6. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
7. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmaster.
8. Compliance with the school’s Equal Opportunities and Safeguarding Policies.
9. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
10. You agree to bring and present photographic ID upon arrival at the School to verify your identity.

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

Visiting speaker’s signature: ..... Date: .....

### Appendix 3 – Risk Assessment for Visiting Speakers

Please complete using MS Forms, which replicates the details below (link below)

(14) General (Halliford Forms) | Microsoft Teams

Name of the Event and Speaker
Date of the Event
Nature of the Event (talk, demonstration to the students, interactive learning, etc.)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Tick to confirm that research has been carried out on the Speaker and the organisation they are affiliated to <input type="checkbox"/>
Tick to confirm that the Speaker has signed the Agreement Form <input type="checkbox"/>
Tick to confirm that the DSL has been informed of the Speaker in order that they can be added to the Register of Speakers which will be held by them <input type="checkbox"/>
Tick to confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises <input type="checkbox"/> Not due to be held on school property <input type="checkbox"/>

## **Appendix 4 – Post Talk evaluation**

Upon completion of the talk the Senior Deputy Head will liaise with those colleagues responsible for the talk and/or those present and an evaluation will be completed to ensure suitability for future use. This evaluation is recorded as a column on the Risk Assessment entry on MS Forms by the Senior Deputy Head.