

# RYDES HILL PREPARATORY SCHOOL & NURSERY

## P56 – VISITING SPEAKER POLICY



# RYDES HILL

PREPARATORY SCHOOL & NURSERY

### MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what school stands for and all are encouraged and challenged to be the best they can be.

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Reviewed By :	Sarah Norville – Headmistress	25 <sup>th</sup> March 2024
Approved By :	SLT	16 <sup>th</sup> April 2024

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## Revision History

Revision	Paragraph Number	Revision
2021		New policy
March 2024		Review

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
SD	Social Distancing
SLT	Senior Leadership Team – consisting of Headmistress, Deputy Head (Academic), Deputy Head (Pastoral), Head of Early Years and Bursar

## Introduction

Rydes Hill School 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 School 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 (P04).

## 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. 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.

## School Protocol

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Headmistress, Bursar or SLT member.

The School 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 Headmistress 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 the visitors' book. 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.

Annex: Checklist for Speakers

## Checklist for Visiting Speakers

	Action	Details
	Details of the arrangements	
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> <li>the Visiting Speaker has been briefed on the School's Safeguarding Policy</li> </ul>	
	Checklist	
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 concerns exists, refer the matter to the designated safeguarding lead (DSL).	Yes <span style="margin-left: 100px;">No (refer to DSL)</span>
11.	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity?	Yes (refer to DSL) <span style="margin-left: 100px;">No</span>