



HILL VIEW SCHOOL

Policy Name:
Visting Speaker Policy

Policy reviewed and adopted by LSC	
Review Frequency	Annually
Last Reviewed	
Next Review	
Responsible	Headteacher

INTRODUCTION

Hill View School often invites speakers from the wider community to give talks to enrich our learners' experience. We recognise the enormous benefit gained by learners from speakers from all walks of life. Both staff and learners greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The purpose of this Policy is to set out Hill View Schools 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 Hill View Schools Safeguarding Policy, which is available on the School's website [Hill View School - Policies](#). Visiting Speakers will also be made aware of essential safeguarding information when signing in upon arrival at Hill View School.

This policy refers to Visiting Speakers both attending the School in person or addressing Hill View learners via an online medium such as Zoom or Teams.

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 Hill View School's wider safeguarding obligations.

Hill View School's responsibility to learners 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 Hill View 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 PROCEDURE

Note- this does not apply to staff, volunteers, visiting /peripatetic tutors, work experience or study placements

All requests for outside speakers from whatever source must be discussed initially with the Headteacher or Deputy Headteacher as appropriate.

The organiser completes sections 1-7 of the Risk Assessment/Checklist for Visiting Speakers and sends it to the Deputy Headteacher. A template is located on the Hill View School SharePoint site (see also Appendix below). Ideally, this should be with a minimum of 2 weeks' notice (or longer if possible). The Deputy Headteacher will aim to process the form within 5 School days.

It is possible that for reasons beyond their control, the organiser will require a quicker turnaround time for a decision to be made. In that event, every attempt will be made to do so.

Hill View School will undertake the 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 an enhanced DBS check if appropriate. Hill View School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. Hill View School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

Hill View School will attempt to obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, we 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, needs and maturity of the learners to be in attendance and neither undermines British values nor the ethos and values of the School.

ON THE SCHOOL PREMISES

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 license and will be asked to use the Inentry sign in system. The SOA will make a note to verify that the ID has been checked and approved on the originating form. The Visiting Speaker will be issued with a visitors' badge and card attached which contains essential safeguarding information which they must wear at all times whilst on school site. Visiting Speakers will also be reminded about Hill View School's Safeguarding Policy and briefed regarding the evacuation procedure.

Visiting Speakers will be supervised by a School employee (who has been appropriately vetted) whilst on School site. At no point will a Visiting Speaker be left unsupervised on the School site whilst learners 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 both the values and ethos of the School and also 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 Senior Leadership Team as soon as reasonably practicable after the talk/visit.

REGISTER

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.

REVIEW

This policy will be reviewed either annually or as required by relevant regulatory changes, whichever is sooner.

RISK ASSESSMENT / CHECKLIST FOR VISITING SPEAKERS

Not to be used for Staff, Volunteers, Visiting Professionals, work experience or study placements

Organiser to complete 1-7 & pass to the Deputy Headteacher		
1	Name of the organiser responsible for booking the Visiting Speaker	
2	Name of person responsible for supervising the Visiting Speaker whilst they are on site	
3	Name of Visiting Speaker and organisation (if they are representing one)	
4	Visiting Speaker and/or organisation contact details <ul style="list-style-type: none"> • Phone, email • Address (if possible) 	
5	Date of visit/presentation	
6	Audience details e.g. <ul style="list-style-type: none"> • Learner year(s) • Parents • School staff 	
7	Details of presentation to be provided (have they provided it in advance?)	
Deputy Headteacher to complete 8-17		
8	Will the Visiting Speaker be supervised whilst they are on site by Hill View staff (someone who is in Regulated Activity) and not left alone with learners? If no, complete 15 below and inform the DSL	Yes / No
9	The Visiting Speaker Policy has been sent to the Visiting Speaker	Yes / No
10	The Visiting Speaker has been briefed on the School's Safeguarding Policy	Yes / No
11	Is there a biography available for the Visiting Speaker?	Yes / No

12	Is there information regarding the Visiting Speaker's organisation and other affiliations?	Yes / No
13	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).	
14	Are you satisfied that the content seen in response to 12 & 13 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 exist, discuss with the Headteacher	Yes / No
15	Speaker's enhanced DBS certificate with Children's Barred List details if required (see 8)	DBS number: Date of issue:
16	Confirm a copy of this form has been included on the Single Central Register if required (see 8 & 14)	Yes / No
17	Confirm that a copy of this form has been sent to the DSL	Yes / No

Signed:	
Print name:	
Position in School:	
Date:	