



Guest Speaker Policy May 2021

Date Approved: 1st May 2021

SIGNED: Mrs Lindsay Trail, Principal

Review Date: May 2022

Prior to day of visit

- The Principal must be informed in advance that a visiting speaker is to be invited to the School. When looking at inviting an outside speaker the following information should be provided:
 - Brief description of booking
 - Group Size
 - Name and Contact Details of the person making the booking
 - Start and End Time of the Event
 - Contact Details for External Speaker
 - Brief Biography of the Speaker
- The Principal can then give outline authorisation for the Speaker to be booked. See Appendix 1
- Following the Principal giving provisional permission, the name of the intended speaker and details of any organisation represented must be forwarded to the Designated Safeguarding Lead (Lindsay Trail).
- Once this information is passed on, the process of vetting will begin. See Appendix 6
- The Designated Safeguarding Lead will advise the Principal of the vetting outcome. Final clearance for the visiting speaker can then be granted by the Principal. If the School has any concerns during the vetting process see Appendix 5, we will pass any relevant information to the Local Authority Prevent Officer or other necessary multi agencies. See Appendix 4.1. Any action thereafter will be followed up. see Appendix 4.2
- The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form is read and signed. This needs to be completed, signed and returned to the School **before** the presentation can begin. The Form indicates a commitment to the following:
 - The speaker must not incite hatred, violence or call for the breaking of the law
 - The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
 - The speaker must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony and uphold British Values.
 - The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
 - The speaker must adhere to the School's Equal Opportunities (Equalities act 2010) and Safeguarding Policies. The speaker is not permitted to raise or gather funds for any external organisation or cause without the express permission of the Principal.
 - No promotional material to be permitted on school premises without prior consent of the HT.
 - The speaker should be advised that they will be required to sign an agreement before speaking. If requested, a copy of the agreement will be sent to the speaker in advance of the presentation.



On Day of Visit

On arrival the visiting speaker should be met at reception, an ID badge issued and a Member of School Staff should remain with the speaker during the entire duration of their time in school.

- Prior to the speech/presentation the Visiting Speaker Agreement Form must be read and signed by the visiting speaker and returned to a Member of the School Staff.
- During the speech at least one member of staff will be present at all times.
- The School will not permit separation by gender at any school events.
- Following the address/assembly the guest should be accompanied by a Member of Staff to the School Reception where they should sign out and leave the premises.
- The member of staff organising the visiting speaker should review/evaluate the address by the guest speaker and report any concerns to the Designated Safeguarding Lead immediately.
- If concerns are raised, the Designated Safeguarding Lead will take action to address the concern in line with the School's Safeguarding Policy.
- Records will be maintained and necessary parties including the Principal and the Proprietor will be informed.

Venue Booking

- The School will follow its guidelines (see Venue Booking Policy) when there is a request to book the School Hall as venue.

Monitoring and Evaluation

The Designated Safeguarding Lead and the Principal will be responsible for ensuring that this Policy is monitored and evaluated regularly. This will be undertaken through formal audits of applications made and a yearly review will be presented to the Principal and reported to the Proprietor.

- The School will follow its guidelines (see Lettings Policy) when there is a request to book the School Hall



APPENDIX 1

REQUEST FOR PRIOR APPROVAL FOR VISITING SPEAKERS

Name of Teacher/Member of Staff making request:	
Proposed Date of Event/Visiting Speaker	

Approximate Audience Number	
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Details of Visiting Speaker (Brief Biography):	
Topic of the Proposed Presentation and Short Summary of Content to be covered:	

Prior Approval Granted/Denied (Please delete/highlight as necessary)

If denied, reasons for not granting approval:

Principal's Signature:

Date:

When provisional agreement has been granted by the Principal, this Form should be handed to the Designated Safeguarding Lead



APPENDIX 2

Provisional information form

Name of delegates making visit: Number of persons:	
Proposed date agreed of Event/Visiting Speaker	

Approximate Audience Number	60
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Details of Visiting Speaker (Brief Biography):
Topic of the Proposed Presentation and Short Summary of Content to be covered:

Delegate/s Signature:

Date:

When provisional agreement has been granted by the Principal, this Form should be emailed to the Designated Safeguarding Lead.



Appendix 3

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
2. The presentation must not incite hatred, violence or call for the breaking of the
3. The Visiting Speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such
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
5. The Speaker must demonstrate a commitment to adhere to the School's 'No Place for Hate' views
6. The content of the speech/presentation must contribute to preparing students for life in Modern
7. The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and
8. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.
9. Compliance with the School's Equal Opportunities (Equalities act 2010) and Safeguarding Policies.
10. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this
11. Evaluation will be made to determine the usefulness of the visitor/Speaker in relation to the curriculum.

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

Visiting Speaker's Signature: _____

Date: _____

Witnessed by Name _____ Sign _____

Position _____ Date _____



APPENDIX 4

Castleward Spencer Academy: Risk Assessment for All School Events and Visiting Speakers

Area of Concern		Who is at Risk?	
Assessment carried out by:		Date:	Date of Review:

Risk	Who might be harmed and how?	Action in place / Existing controls	Risk rating	Any further action to manage this risk?	New risk rating

Risk Rating Range: U-Unacceptable; H-High Priority; M-Medium Priority, L-Low Priority and T-Trivial

Castleward Spencer Academy: Risk Assessment Risk Rating Form and Matrix

Using the Risk Rating Formula:

1. From Box 1 decide the rating of the probable severity/consequences of the hazard
2. From Box 2 consider the rating of the likelihood of the event occurring
3. Look up the combination in the Risk Rating Chart/Matrix and link it to the action combination

Consequences/Likelihood of event occurring	Extremely Harmful [A]	Harmful [B]	Slightly Harmful or Not Harmful [C]
Highly Likely [1]	Unacceptable [U]	High [H]	Medium [M]
Likely [2]	High [H]	Medium [M]	Low [L]
Unlikely [3]	Medium [M]	Low [L]	Trivial [T]

Action combination to calculate risk rating:

- A1** **U – Unacceptable** – Must act immediately to ensure adequate controls are put in place
- A2/B1** **H – High Priority** – Urgent action required to reduce severity or likelihood
- A3/B2/C1** **M – Medium Priority** – Must receive attention to reduce severity or likelihood **B3/C2**
- L – Low Priority** – Look at ways to see if risk can be reduced
- C3** **T – Trivial** – Minimal risk



APPENDIX 5

Lettings Policy: on website

APPENDIX 6

Castleward Spencer Academy

Risk Assessment for vetting process for Visiting Speaker/Event

Website link , Name of page	Information found controversial? Y/N	Copy of print screen made Y/N	Time and date	Enhanced DBS seen
Calls made	Name of person spoken to information negative /positive?	Time	Date	
Social media check	Information negative /positive?	Time Date	Print screen made Y/N	



Other					

Name of staff conducting check _____

Signed _____ date _____



Appendix 4.1

Cause for concern log:

To be Shared with multi agencies in line with PREVENT, and the schools safeguarding policy

Shared with

Police _____

PREVENT officer _____

Social Services _____



Appendix 4.2

Cause for concern follow up log: Agency name _____
To be Shared with multi agencies in line with PREVENT, and the schools safeguarding policy

Action agreed :

Target date _____



Appendix 4.3

Evaluation: Agency/Visitor name _____
To be Shared with the school SLT

Impact :