

Visiting Speakers Policy

Applies to:

- All staff (teaching and non-teaching), the directors and volunteers working in the School.
- Pupil, Parents, Guardians and Caregivers.
- Visitors.

Availability:

This policy is made available in the following ways:

- The School's website www.radnor-sevenoaks.org;
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request a copy may be obtained from the School's Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton
Head



Ian Davies
Chairman of the Board of Directors

Reviewed: September 2024
Next Review: September 2025

1. Introduction

- 1.1. Radnor House Sevenoaks (the School) often invites speakers from the wider community to give talks to enrich our pupils' learning experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and its pupils greatly appreciate the time and effort that visiting speakers put into their presentations.
- 1.2. The purpose of this Visiting Speakers Policy is to set out the School's legal obligations when using visiting speakers and to set out the standards of behaviour expected from them.
- 1.3. This policy should be read in conjunction with the School's Safeguarding Policy.

2. Overview

- 2.1. 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.
- 2.2. 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.

3. School Protocol - Before the Event

- 3.1. All requests (by email to the Head's PA, Head or Head of Prep as appropriate) for visiting speakers (be this from a pupil or School staff) must first be discussed with the Head of the respective part of the School (Prep, and Senior) to approve an event to go into the calendar.
- 3.2. As part of reviewing the request there should be a discussion and completion of 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.
- 3.3. The staff member organising the event must complete the Risk Assessment form for Visiting Speaker / Event (Appendix A) and have it agreed by the respective Head (as above) at least a week before the event, to allow for any vetting checks required. This may include detailed research (internet/google, etc) on the visiting speaker and/or their organisation, as appropriate.
- 3.4. The School will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's 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.
- 3.5. This form should be passed to the HR Department for processing, as soon as it has been agreed.
- 3.6. The Head may cancel or postpone a visit if he/she has any concerns about the speaker. The School will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.
- 3.7. 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 Head of Prep/Head as soon as reasonably practicable after the talk/visit.

3.8. At no point will a visiting speaker be left unsupervised on the School site whilst pupils are present.

4. Procedure on the Arrival of Visiting Speaker at the School

- 4.1. All visiting speakers must report to reception first and not enter the School via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area. At reception, all visiting speakers should explain the purpose of their visit and who has invited them.
- 4.2. 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 Visitor's Book. Details of the ID will be noted down by the staff member in reception and given to HR.
- 4.3. Reception staff will contact the member of staff responsible for the visiting speaker and will ask them to come to reception to meet them.
- 4.4. Visiting speakers must wear a visitor's ID lanyard (displayed prominently) all the time they are on the premises.
- 4.5. Reception staff will draw the visiting speaker's attention to the safeguarding and health & safety notices on the rear of the visitor's badge.
- 4.6. The visiting speaker and the staff member responsible for them will sign a Close Supervision Agreement. This agreement also draws attention to the School's commitment to safeguarding and stresses that if anything is heard or seen which causes concern, this must be immediately passed on to the Head or the Head of Prep as appropriate. Visiting speakers should wait in the reception area until they are met by a member of staff to be escorted to their destination.
- 4.7. All visiting speakers should be accompanied by a member of staff. Visiting speakers should not be alone with pupils/children. If visiting speakers find they are alone with pupils/children, they should report to a member of staff or reception.
- 4.8. The School may also process details of the visiting speaker's health, where necessary, in order to protect their health and safety. Any information gathered will be kept in accordance with the School's Data Protection Policy and the Staff Privacy Notice (available to see on the School website, or in School at the reception).
- 4.9. On departing the School, visiting speakers should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.
- 4.10. The School is required to keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations. This is kept by the organiser of the event and a copy with the Risk Assessment is sent to the Head of HR.

Appendix A

Risk Assessment for Visiting Speaker/Event

As part of the Prevent Duty, the School is required to ensure that appropriate checks and supervision are in place for all Visiting Speakers. This form should be signed and submitted to the Head or Head of Prep at least 48 hours in advance of the visit, so that he/she can be satisfied that the necessary checks and supervision are in place. The respective Head may cancel or postpone a visit if he/she has any concerns about the speaker.

Name of the Event and Speaker: Include Organisation and Job Title (if relevant):
Date of the Event:
Nature of Event (talk, demonstration to the children, interactive learning etc): Is the Speaker known to the School? (Provide details):
Outline of the Content of the Event: Expected Audience:
Staff Member Organising the Event:
Internet Search (eg Google) Completed? Y/N Initial and date to confirm that research has been carried out on the Speaker and/or the organisation they are affiliated to:
Initial and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises:
Initial and date to confirm that you have asked the Visiting Speaker to bring photographic identification (eg passport or driving licence) with them on the day of their visit, and told them that they will be asked to fill in a Safeguarding and Health & Safety at work form when they arrive:
Please inform Reception that the visitor is expected and ask them to formally ID them when they arrive (taking a copy of their ID). The visitor and member of staff supervising them should also sign a close supervision agreement, which contains info re safeguarding in the School.

I am not aware of any issues relating to the speaker that might be of concern under the Prevent Duty. I will ensure that the speaker is supervised at all times whilst in School. The speaker has been asked to bring photo ID to the School on the day of the visit.

Signed Date
(Staff member organising the event)

Visit approved Yes/No

Signed Date
Head of Seniors/Head of Prep