



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



VISITING SPEAKER POLICY

Rationale

At Prince Henry's we welcome a wide range of visiting speakers, artists, etc. to our school. We recognise the important contribution they make to enriching the learning experiences of our students, by providing inspiration, stimulating debate, challenging thinking and sharing expertise in their specialist fields. In particular, they play a key role in supporting the spiritual, moral, social and cultural (SMSC) development of our students, which is central to our school ethos.

Similarly, we take very seriously our responsibilities to safeguard our students. We also recognise our statutory duties to protect young people from the risk of radicalisation, and to safeguard them from being drawn into terrorism under the Prevent Duty.

The Prevent Duty

This policy takes account of the requirements of ***The Revised Prevent Duty Guidance for England and Wales*** (July 2015), which sets out that:

"Specified authorities will need to... [have] robust safeguarding policies in place to identify children at risk... These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised."

Political impartiality in schools

This policy also takes account of the legal duties on schools which "*forbid the promotion of partisan political views*", as highlighted in the DfE guidance document ***Political impartiality in schools*** (Feb 2022). This reminds schools that they must:

*"...take such steps as are reasonably practicable to secure that, where **political issues** are brought to the attention of pupils, they are offered a **balanced presentation of opposing views**."*

The guidance document makes clear that schools are permitted to work with external agencies that hold partisan political views or are engaged in political activity, provided they do not take extreme political positions or undermine fundamental British values (democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs). However, when inviting visiting speakers from such organisations, particular care must be taken to ensure that our legal duties regarding political impartiality are not breached (for example, by highlighting to students where any of the views expressed are "contested", and by providing the context of other opposing views to give a balanced treatment of the issue). If unsure, please seek advice from Chris Lillington, Assistant Headteacher.

External visitors during the COVID-19 pandemic

External visitors to school are permitted in accordance with the current local and national guidance, as set out in the most up to date version of the school's COVID-19 Risk Assessment.

Scope

This policy relates to:

- all visitors invited to speak to, perform to or work with students, such as authors, artists, business people, and those representing organisations including (but not restricted to) faith groups, charities, non-governmental organisations, community groups, etc. For the purposes of this policy, these are all referred to as "visiting speakers".

- all activities relating to students - both those which take place during the normal school day and those which take place as extra-curricular activities.

It does **not** relate to:

- External visitors participating in “regulated activity” with individual or groups of students (e.g. healthcare visits, those on work experience, regular visitors)
- Visiting speakers from West Yorkshire Police, the NHS or the local authority.

Procedure – prior to the visit

- Where a member of staff (“the school contact”) wishes to invite a visiting speaker, a **Visiting Speaker Request Form** (Appendix A) must be completed and submitted to Chris Lillington, Assistant Headteacher, at least two weeks prior to the visit. Permission to proceed with the visit must be received before confirming
- The school contact should take reasonable steps to ensure the suitability of the speaker. These may include:
 - inviting speakers who have worked successfully with our students previously, or those who have been recommended by colleagues with experience of their work in a similar context;
 - undertaking an internet search of the proposed visiting speaker;
 - contacting other schools where the speaker has spoken previously;
 - inviting speakers from an established company, charity or group whose aims are well-documented.
- The school contact must ensure that the visiting speaker reads and signs a copy of the **Visiting Speaker Agreement** (Appendix B), so that s/he understands that:
 - there must be no extremist material or statements which might cause offence to others, incite hatred or violence, undermine tolerance of other faiths or beliefs or glorify criminal acts, including terrorism;
 - the presentation/activity and/or material distributed must be appropriate to the age and maturity level of the student audience, and appropriate language and behaviour must be used at all times;
 - the presentation/activity and/or material distributed must not *promote* partisan political views or attempt to engage students in political activity;
 - if any reference is to be made to partisan political views or contested political issues, advice must be sought from the school contact in advance to ensure that balance is provided, where appropriate;
 - presentations/activities must not be used to raise funds, without the prior written permission of the school contact;
 - visiting speakers must be supervised by a member of staff at all times;
 - visiting speakers must arrive at school reception in good time to sign in and must bring suitable photo identification;
 - visiting speakers must wear a visitor’s badge throughout their visit (except when it has been agreed that this is not appropriate for a specific period of time – e.g. when in costume during a performance);
 - visiting speakers must not encourage students to make direct contact with them after the visit, or respond to unsolicited communication from students, without the prior written permission of the school contact;
 - school staff have the right to interrupt and/or bring the presentation/activity to an early end, if the content proves unsuitable.
- The school contact must ensure that there is an opportunity before the event for the visiting speaker to talk with staff about the content of the presentation/activity, and to discuss any potential issues, whether it is on the day or beforehand.

- If, during the planning process, it becomes apparent that the visiting speaker will undertake “regulated activity” (e.g. working with students unsupervised and/or over several days and/or on a regular basis), the visit will no longer be covered under this policy. The school contact must discuss the visit with the HR team, so that appropriate arrangements can be made, (e.g. DBS checks).

Procedure – during the visit

- The visiting speaker must arrive at school reception in good time to sign in (using the InVentry electronic signing-in system) and must bring suitable photo identification. S/he must then wear a visitor’s badge throughout the visit (except in circumstances such as those outlined above).
- The school contact must meet the visiting speaker at school reception, ensuring s/he has signed in, and escort him/her back to reception at the end of the visit to sign out (or make arrangements for another member of staff to undertake this).
- The visiting speaker must be supervised by a member of staff throughout their visit. This responsibility must not be given to students.
- Before the presentation/activity can begin, the school contact must ensure that the visiting speaker has:
 - signed and returned the Visiting Speaker Agreement;
 - discussed the content of the material with an appropriate member of staff.
- A member of staff must be present throughout the presentation/activity. This must be interrupted immediately if there are concerns about the material and/or delivery.

Procedure – after the visit

- The school contact must review/evaluate the presentation/activity, and report any concerns to Chris Lillington, Assistant Headteacher, who will keep a record of all feedback. This will be used to inform future visiting speaker request approvals.
- Where concerns are raised which have potential safeguarding implications (including under the Prevent Duty), Chris Lillington, Assistant Headteacher will inform the school’s Designated Safeguard Lead, who will take appropriate action in line with our Safeguarding procedures.

Monitoring and evaluation

The school’s strategic Prevent lead (Chris Lillington, Assistant Headteacher) will be responsible for ensuring that this Policy is monitored and evaluated regularly. This will be undertaken through periodic sampling of visiting speaker activities / cross-referencing of applications made.

Equality impact assessment

As a school we also monitor the impact of this and other policies on students, staff, governors and parents and carers. We assess whether they could have an adverse impact on particular groups, and whether there is potential for them to have a positive impact in terms of equality of opportunity and outcome.

Appendix A



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VISITING SPEAKER REQUEST FORM

To be submitted to Chris Lillington, Assistant Headteacher, at least **two weeks** before the proposed visit.

Name of visiting speaker	
Organisation (<i>if applicable</i>)	
Date of proposed visit	
Time of proposed visit	

Purpose of visit	
Brief outline of content / activity	
Target audience (<i>e.g. year group / teaching group</i>)	
Name of school contact	

Briefly outline what steps have you taken to ensure the suitability of the speaker***

*** These may include:

- inviting speakers who have worked successfully with our students previously, or those who have been recommended by colleagues with experience of their work in a similar context;
- undertaking an internet search of the proposed visiting speaker;
- contacting other schools where the speaker has spoken previously;
- inviting speakers from an established company, charity or group whose aims are well-documented.

Feedback from Chris Lillington, Assistant Headteacher

Request approved

Request NOT approved

Signed:

Date:



VISITING SPEAKER AGREEMENT

Thank you very much for agreeing to come into school to work with our students. We very much value your contribution to their learning and development.

In order to safeguard our students and to support our commitment to equality and diversity, we ask all visiting speakers, artists etc to take a few minutes to read and accept the following guidelines. This is in line with our Visiting Speaker Policy as well as our legal duties to ensure political impartiality.

I / we understand that:

1. whilst the school actively encourages independent thinking and healthy debate, there must be no extremist material or statements which might cause offence to others, incite hatred or violence, undermine tolerance of other faiths or beliefs or glorify criminal acts, including terrorism;
2. the presentation/activity and/or material distributed must be appropriate to the age and maturity level of the student audience, and appropriate language and behaviour must be used at all times;
3. the presentation/activity and/or material distributed must not *promote* partisan political views or attempt to engage students in political activity;
4. if any reference is to be made to partisan political views or contested political issues, advice must be sought from your staff contact at Prince Henry's in advance to ensure that balance is provided, where appropriate;
5. presentations/activities must not be used to raise funds, without the prior written permission of your staff contact at Prince Henry's;
6. visiting speakers must be supervised by a member of staff at all times;
7. visiting speakers must arrive at school reception in good time to sign in, and must bring suitable photo identification;
8. visiting speakers must wear a visitor's badge throughout the visit (except when it has been agreed that this is not appropriate for a specific period of time – e.g. when in costume during a performance);
9. visiting speakers must not encourage students to make direct contact with them after the visit, or respond to unsolicited communication from students, without the prior written permission of your staff contact at Prince Henry's;
10. school staff have the right to interrupt and/or bring the presentation/activity to an early end, if the content proves unsuitable.

I / we agree to adhere to the guidelines outlined above.

Signed:

Date:

Please return to your named staff contact at Prince Henry's Grammar School as soon as possible, and prior to the presentation/activity taking place.