

TUDOR PARK EDUCATION TRUST	Visiting Speakers Policy Safeguarding Document
Person(s) responsible for updating the policy:	Chief Executive Officer
Date last approved:	23 September 2017 (Board of Directors)
Date of next review:	September 2018
Status:	Non Statutory

Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

### **Purpose**

To safeguard and promote the welfare of children and young people and the expectation that all staff, teaching and non-teaching (including temporary and supply staff), governors and volunteers to share this commitment.

### **Responsibility**

Chief Executive Officer, Principals of Springwest Academy and Logic Studio School and Director of Safeguarding/Designated Safeguarding Lead and all staff.

### **Procedure to be followed prior to day of visit**

1. The Principal must be informed at least three weeks in advance, where possible, that a visiting speaker is to be invited to the school.
2. The member of staff requesting the visit must complete the request form (Appendix 1) and pass to the Principal.

The Principal can then give outline authorisation for the speaker to be booked.

3. Following the Principal giving provisional permission, the name of the intended speaker and details of any organisation represented must be forwarded to Penny Davies.
4. Once this information is passed on to Penny Davies, the process of vetting will begin.
5. Penny Davies 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, Penny Davies advise Hazel Hughes (Designated Safeguarding Lead) who will pass any relevant information to the Local Authority Prevent officers.
6. The member of staff responsible for booking the speaker must ensure the Visiting Speaker agreement form (Appendix 2) is read and signed. This needs to be completed, signed and

returned to Penny Davies 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 intolerance in the community and thus aid in disrupting social and community harmony.
- 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 and safeguarding policies.
- The speaker is not permitted to raise or gather funds for any external organisation or cause without express permission of the Principal.
- 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.

#### **Procedure to be followed on the day of the visit**

7. On arrival, the visiting speaker should be met in 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.
8. 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.
9. During the speech / presentation at least one member of staff will be present at all times.
10. Following the address / assembly the guest should be accompanied by a member of staff to Reception where they should sign out and leave the premises.
11. 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.
12. If concerns are raised, the Designated Safeguarding Lead will take action to address the concern in line with the school's Safeguarding policy.
13. Records of Visiting Speakers will be maintained by Penny Davies.

**APPENDIX 1: REQUEST FOR PRIOR APPROVAL FOR VISITING SPEAKER**

Name of member of staff making request:

Proposed date of event / visiting speaker:

Brief description of event / reason for visit:

Target audience (teaching group / year groups etc):

Approximate audience number:

Details of the visiting speaker (brief biography):

Topic of the proposed presentation and short summary of content to be covered:

If applicable, the name of the organisation the visiting speaker represents:

CIRCULATION: Please sign and pass on in the order shown below:

To be seen by	Principal	Principal's PA
Initials		
Date		

Prior approval granted (please delete / highlight as necessary) Yes / No

If denied, reasons for not granting approval:

## **APPENDIX 2: AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS**

Tudor Park Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, teaching and non-teaching (including temporary and supply staff), governors and volunteers to share this commitment.

Tudor Park Education Trust takes seriously its responsibility under section 175 of the Education Act 2002 and existing documentation including 'Keeping Children Safe in Education' July 2015 relating to Child Protection to safeguard and promote the welfare of children; and to work together with other agencies to ensure there are adequate arrangements within our school to identify, assess and support 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 times.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The visiting speaker is not permitted to encourage, glorify or promote any acts of extremist behaviour including individuals, groups or organisations that support such acts.
4. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.
6. Compliance with the school's Equal Opportunities and Safeguarding Policy.
7. School staff have the right and responsibility to interrupt and / or stop the presentation for any violation of this agreement.

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

Visiting speaker's signature: \_\_\_\_\_ Date: \_\_\_\_\_