

# Visiting Speaker Policy

Livingstone Academy,  
Bournemouth

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## Visiting Speaker Policy

At Livingstone Academy we often invite speakers from our wider community to give talks to enrich our students' experience of education; providing them with information that helps them make decisions, think critically and widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speakers' experience.

Both the Academy and students greatly appreciate the time and effort that visiting speakers put into their presentations. Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the Academy and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The purpose of this policy is to set out the Academy's legal obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the Academy's wider safeguarding obligations.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) (<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or students, are suitable and appropriately supervised.

This policy should be read in conjunction with the Academy's Safeguarding and Child Protection Policy.

The protocols are:

- All visiting speakers to have a nominated point of contact at the Academy (the organiser).
- The organiser at Livingstone Academy must complete the *Visiting Speaker and Risk Assessment Form*, well in advance of the visit. This should be authorised by the DSL in advance of the visit. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate (e.g. resources, slides, handouts), to ensure it is appropriate to the age and maturity of the students to be in attendance and does not undermine British Values or the ethos and values of the Academy.
- The organiser must send a copy of the *Guidelines for Visiting Speakers* to the speaker in advance of their visit.
- The organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable, this to be submitted to the Administrator along with the *Visiting Speaker and Risk Assessment Form*.
- Staff must inform the visiting speaker that USB sticks must not be brought into the Academy and that any presentation/material etc should be sent to the organiser in advance.
- Staff must refuse to allow people/organisations to use Academy premises if they have links to extreme groups or movements. Justification of the Academy's decision will be provided to the person/organisation in writing.
- The Administrator will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the Academy's Data Protection Policy.
- Visitors to provide photo ID upon arrival at Academy. The organiser should check this and verify the identity of the speaker.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with students at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the *Guidelines for Visiting Speakers*, Academy staff have the right and responsibility to interrupt and/or stop a presentation.
- The organiser will conduct a post-event evaluation of how the visit met the needs of our students.

The Prevent Duty lead will then discuss the suitability of the visitor in conjunction with a possible Police check if deemed necessary. If the visitor is unwilling to complete a Police check, or the Police check raises concerns, the visit will be terminated.

This document must be used when bringing any external visitor into Livingstone Academy who will have contact, teach, lecture, lead an assembly or talk, hold a debate, and deliver a presentation or any other activity that could be deemed to be influential over the thoughts, ideas and beliefs of Livingstone Academy students. This document is to protect Livingstone Academy students and staff against the possibility of views that could be deemed as extremist or radicalised.

## Visiting Speaker and Risk Assessment Form

<b>Name of Visitor and Organisation</b>	
<b>Visitor / Speaker Contact Details</b>	
<b>Date of Proposed Visit</b>	
<b>Name of Livingstone Academy Organiser</b>	
<b>Reason for Visit</b>	
<p><b>Please give a brief outline of the information to be communicated by the visitor to Livingstone Academy students, including the nature of the contact they will have with students.</b></p>	
<p><b>What action will you take to ensure that the visitor does not have the opportunity to be alone with students at any time?</b></p>	
<p><b>What action will you take to observe if the visitor's interactions with students are appropriate and in line with all Livingstone Academy's safeguarding policies? (E.g. observe how the visitor interacts with students and intervene in the appropriate manner if any concerns arise.)</b></p>	
<p><b>Organiser to sign below to confirm:</b></p> <ul style="list-style-type: none"> <li>● That they have carried out biographical research and attached to this form.</li> <li>● That you have sent the following documents to the speaker well in advance of the visit: <ul style="list-style-type: none"> <li>○ <i>Guidelines for Visiting Speakers</i></li> <li>○ <i>Safeguarding Guidelines for Contractors and Visitors</i></li> </ul> </li> <li>● That you will ensure Covid-safe arrangements have been put in place for all planned activities.</li> <li>● That you will check and verify photographic proof of ID on arrival.</li> <li>● That the visiting speaker will be accompanied whilst on site at all times.</li> </ul>	
<b>Organiser's Signature</b>	
<b>Organiser's Name (PRINT)</b>	

Date	
Approved by DSL	
Date	

**In the unlikely event that the talk/presentation does not meet with the requirements of the *Guidelines for Visiting Speakers*, Academy staff have the right and responsibility to interrupt and/or stop a presentation.**

**Any concerns must then be reported to the DSL and Executive Director of Learning.**

## Visitor Vetting Form

**Visitor to complete this form in full and return to the organiser for approval prior to commencement of work.**

Please note that unless Livingstone Academy or Aspirations have undertaken a DBS check, the visitor must be supervised by a member of Livingstone Academy or Aspirations Academies Staff at all times.

For the completion of the visitor			
<b>Name:</b>			
<b>Name of organisation:</b>			
<b>Qualifications held:</b> <i>(where this is a requirement for work undertaken)</i>			
<b>Are you a national of a European Economic Area?</b> <i>(Delete as appropriate)</i>	Yes	No <i>(If no, please attach evidence of permission to work)</i>	
Please confirm details below: (where appropriate)			
Post title under which DBS check was requested			
Date of DBS Disclosure Certificate			
Category code used (2 digit number)			
DBS Disclosure Number			
Please confirm type of DBS check carried out:			
Enhanced	Yes/No	Enhanced with barred list check	Yes/No
Working with Adults	Yes/No	Working with Children	Yes/No
<b>Were any convictions disclosed which may affect the individual's suitability to work with children?</b>			Yes/No
<b>Was any approved or additional information disclosed?</b>			Yes/No
<p>N.B – You should provide the school with the <b>original</b> DBS disclosure certificate if it refers to any disclosed information. This will be returned to you following inspection by the Headteacher. Where information is disclosed, a new DBS check may need to be obtained. (Ref: Safeguarding Children and Safer Recruitment in Education Section 4.22, 4.26 and Appendix II)</p>			

For the completion of the Organiser	
<b>Are you aware of any post DBS check allegations? Or of any reason why this person</b>	

<b>should not be employed to work with children?</b> <i>(Please give details):</i>			
<b>Has this individual worked regularly (i.e. most weeks) for your organisation since the date of the DBS check?</b>			Yes/No
<b>Suitability agreed by DSL:</b>			Yes/No
<b>DSL Sign:</b>		<b>DSL Date:</b>	

<b>For the completion of the school administrator</b>			
Event added to Academy Calendar	Date: Initial:	Visitors badge prepared and assigned	Date: Initial:
Reception informed of details	Date: Initial:	Form placed in visitors file	Date: Initial:
Copy of guidelines printed in preparation for visitor	Date: Initial:	Sign and date:	

## Guidelines for Visiting Speakers

The Academy values visits from speakers that enrich our students' experience of Livingstone Academy, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speakers' experience. Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the Academy and British Values. The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) (<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or students, are suitable and appropriately supervised.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Director of Studies.
- Academy staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- USB Sticks are not permitted to be used on the Academy's network.
- Please ensure that you send a copy of any presentation/accompanying material to the organiser at Livingstone Academy prior to your visit.

Your attendance at the Academy will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.

Please ensure that you bring photographic proof of ID with you on arrival for checking.

Visiting Speakers are also required to read the '**Safeguarding Guidelines for Contractors and Visitors**'.

## Safeguarding Guidelines for Contractors and Visitors

The safeguarding and welfare of our students is paramount. Working in an Academy means that you have to be aware of safeguarding issues and the need to work in an open and transparent way. Safeguarding is all about ensuring that the appropriate boundaries are kept in place to protect the children, but also to protect adults from allegations of abuse.

Below are some guidelines to ensure you are adhering to Livingstone Academy's policies and procedures.

On arrival at Livingstone and for any subsequent visits:

- All visitors MUST sign in via the electronic systems which includes having a photo ID made by reception that MUST be worn at all times. Any person that refuses to sign into the Academy this way will not be allowed access to the main Academy building.
- Smoking is not permitted anywhere on the Academy site or perimeter.
- Visitors should be dressed appropriately for an educational establishment.
- We expect ALL visitors to behave in a professional and appropriate manner for an educational establishment at all times. If your conduct falls short of these expectations then you may be asked to leave the Academy.
- Safeguarding is everyone's responsibility all of the time. Please ensure that you follow the instructions on the back of your ID card should any issue arise.
- Visitors may not distribute any leaflets unless you have gained prior approval from the Head of Secondary.
- Any information that is presented to the students MUST be checked via your visit link before being presented.
- Visitors may not use the internet within the Academy without prior agreement from the Head of Secondary.
- Any accident MUST be reported to reception before you leave the Academy.
- Mobile phones must be switched off and remain in your bag when in communal spaces and classrooms.
- Under no circumstances take photographs or video of the children on any type of device.
- Children are inquisitive and may ask you what you are doing. Entering into conversation is a natural thing to do, but please be mindful of the age of the children and your use of language.
- Do not become overly familiar with the children. In particular be mindful of 'banter', which can be misconstrued. If a student says something that is inappropriate or makes you feel uneasy, please report it immediately to a member of staff. They will direct you to the right person immediately.
- Ensure that you uphold fundamental British Values of democracy, individual liberty, the rule of law and respect and tolerance for people from different beliefs and religious faiths. This includes not expressing political views unless the context in which you have been invited to do so means that there will be the opportunity for children to hear different points of view at the same time.
- In the unlikely event you are working alone in a space with a single child present, please remove yourself immediately and either wait for the child to leave or speak to a member of staff so they can ensure the space is vacated.

***If you find yourself in a situation where a child makes a disclosure to you, this concern must be passed on and dealt with immediately and always on the same day.***

## Who to Speak to About Any Safeguarding Issues

All schools have a designated safeguarding lead to whom you can talk. Any member of staff will help to point you to the right person.

- The Designated Safeguarding Lead is Mrs Jennifer Warr, Head of Secondary and Designated Safeguarding Lead ([jwarr@livingstone-aspirations.org](mailto:jwarr@livingstone-aspirations.org)).
- If she is unavailable, you can go to Mrs Abby Taylor, Assistant Principal and Deputy Safeguarding Lead ([ataylor@livingstone-academy.org](mailto:ataylor@livingstone-academy.org)).
- Depending on the issue, you may have to fill in a 'Logging a Concern' form. You will be given help and guidance on how to complete the form.
- If you see conduct from a member of staff, a visitor or a student that is inappropriate or makes you feel uneasy, you have a duty to report it immediately to one of the members of staff below.

***Your attendance at the Academy will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.***