



**All Hallows RC High School**  
**Believe. Belong. Achieve.**

## **EXTERNAL VISITORS & VISITING SPEAKERS POLICY**

**Committee responsible for review: Welfare Committee**

**Review date: February 2025**

**Date of next review: February 2027**



At All Hallows RC High School, we are a Christ-centred community committed to living out the Gospel values in every aspect of our school life. Our school mission is to inspire, support and challenge every member of our school. We believe that every person is created in the image of God and that they grow in faith guided by the teachings of Christ. We strive to foster an environment where love, peace, courage, justice and kindness guide our actions so we develop into compassionate, resilient individuals who contribute positively to the world around them.

We are a community built on love, demonstrating unconditional respect and kindness for all. By fostering strong relationships, we ensure that every individual feels that they belong, are valued, supported and accepted as part of our family. We celebrate our differences and each person's uniqueness. We encourage forgiveness and understanding to create an environment where every pupil can flourish in their own way.

Through these values, All Hallows RC High School nurtures the whole person spiritually, academically and socially so they can achieve. We are a school where the Gospel values are not just ideals but the foundation of everything we do. With Christ at the centre, we enrich the lives of our students and guide them on the path of faith, purpose and integrity.

## EXTERNAL VISITORS & VISITING SPEAKERS POLICY

We recognise that it is important to broaden the understanding and learning of students by introducing visitors who can provide them with information that can help them to: make decisions at different phases of their education, remain safe and gain a wider understanding of cultural, world and global issues. It can also provide motivational inspiration through the sharing of a speaker's experience and the widening of students' world view.

While All Hallows RC High School welcomes visitors throughout the year; we do so with the knowledge of our responsibility to ensure the security and welfare of the whole school and that the All Hallows community is not compromised at any time.

It is our aim to make sure that our school is protecting students and staff during school time and during extracurricular activities and to ensure that visitors comply with the Visitors & Visiting Speaker's Agreement (**see Appendix B**).

This Policy should be read with the following policies and statutory guidance:

- Child protection and safeguarding policy
- "Keeping Children Safe in Education" 1st September 2024, which is the statutory guidance for Schools and Colleges.
- "The Prevent Duty Departmental, advice for Schools and child care providers" (June 2015) updated April 2021.

Before a speaker is invited, they will be provided with a copy of the school's Visiting Speakers Policy by their named contact. This contact, an established member of school staff, will ascertain their guest's status under the DBS principles and supply the necessary documentation/detail for inclusion on the schools central register.

The movement of an invited guest is managed under the schools Safeguarding Procedures.

The school operates a **traffic light system** of identification for all visitors; staff wear a green lanyard, visitors/guests who have DBS clearance wear a yellow (amber) lanyard which indicates to our wider staff that they have clearance and may be allowed to work with pupils without supervision and those visitors/guests who do not have or cannot provide evidence of current DBS clearance wear a red lanyard which indicates to staff and others that they must not be left unsupervised or unattended on school premises or with pupils at any time during their visit.

Before an agency, or an agency representative, can be invited to speak in school, the following process must be followed

1. A named contact person must be identified; this would usually be the Introducer, who becomes the formal school liaison.
2. The school liaison will ascertain the following:  
Details of the agency, charity or organisation the speaker represents  
Details of all persons taking part

Details of planned activities and desired outcomes for the speaker their agency and for students

Copies of any presentation materials to ascertain suitability for intended audience and to ensure that British Values and school values and ethos are not compromised.

3. The school liaison will present a case for the activity to the Deputy Headteacher or designated person and seek approval for a formal invitation to be made. The detail must include an overview of the purpose of the activity, the individuals and/or agencies involved and the outcomes for pupils. A proposal form must be completed and signed by the proposing visitor (Appendix A).
4. Once approval for the introduction of visiting speakers to students has been received the school liaison will:
  - i. Ensure the invited speaker is aware of school policies and procedures that will govern their visit to school (Child protection and safeguarding policy. "Keeping Children Safe in Education" guidance).
  - ii. Ensure the invited speaker is aware that their presentation will be stopped if they go beyond the agreed parameters or if the content proves to be unsuitable for its audience.
  - iii. Ensure that visiting speakers do not attempt to fundraise during their presentation without the express prior authority (in writing) of the Headteacher or other designated person.
  - iv. Ensure that visiting speakers receive a copy of this Policy and sign to confirm receipt, understanding of and compliance with its contents (Appendix B)
  - v. Make the speaker aware that staff and pupils may be asked to evaluate their presentation for the purpose of noting any contentious subject areas or comments and that these may be used to inform decisions about subsequent activities and invitations.

## **APPENDIX A**

### **VISITING SPEAKER PROPOSAL FORM**

Name of speaker/organisation	
Date of Proposed Visit	
Name of All Hallows contact	
Reason for visit	
<b><u>Please outline below the information you wish to communicate to pupils within All Hallows during the visit</u></b>	
Please sign below to confirm: <ul style="list-style-type: none"><li>• That the information you have provided is true and accurate</li><li>• That you agree to the 'External Speaker Policy'</li></ul>	
PRINT	Date
SIGNED	

## **APPENDIX B**

### **VISITOR ACKNOWLEDGEMENT OF POLICY**

I can confirm that:

I have had an opportunity to read and understand the contents of the All Hallows RC High School EXTERNAL VISITORS & VISITING SPEAKERS POLICY.

I am aware of the conduct required of me and what I can expect from the school during my visit.

I have presented myself and the organisation I represent honestly and with clarity.

I will ensure that my presentation does not go beyond the pre-agreed content or breach the accepted standards of British Values or those of the School, as communicated to me.

I will ensure that I make no statements which might cause offence to others, or undermine tolerance of other faiths or beliefs; and that my presentation contains no extremist material.

I am available and willing to answer all and any queries about myself, my presentation and its intended outcomes for pupils; from my named school liaison and/or the Deputy Headteacher or other designated person.

I have received instruction in the schools emergency safety procedures.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

School Liaison: \_\_\_\_\_ / \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_