

ALL HALLOWS RC HIGH SCHOOL



EXTERNAL VISITORS & VISITING SPEAKERS POLICY

Committee responsible for review: Welfare Committee

Review date: November 2018

Date of next review: November 2020



EXTERNAL VISITORS & VISITING SPEAKERS POLICY

We aim for All Hallows RC High School to be a Catholic school to which children wish to come, to which parents wish to send their children, and where teachers wish to teach.

Our Mission is to offer a high quality Catholic education for all, in an environment where Gospel Values are central to teaching and learning, and in which the unique value of each person is recognised and respected.

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 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 in 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:

- Safeguarding Policy
- Prevent Strategy
- Keeping Children Safe in Education DfE 2016

Before a speaker is invited to become part of the All Hallows community they will be provided with a copy of the schools 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 to be provided to allow a decision to be made should 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
 - ii. Ensure the invited speaker is aware that their presentation will be stopped if they go beyond the agreed parameters or content proves to be unsuitable for its audience.
 - iii. Ensure that visiting speakers do not attempt to fund raise 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	
<u>Please outline below the information you wish to communicate to pupils within All Hallows during the visit</u>	
<p>Please sign below to confirm:</p> <ul style="list-style-type: none"> • That the information you have provided is true and accurate • That you agree to the 'External Speaker Policy' 	
PRINT SIGNED	Date

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: _____