



## VISITING SPEAKER

Tranby, East Yorkshire, seeks to implement this policy through adherence to the procedures set out in the rest of this document.

The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy applies to all members of our school community, including those in our Early Years setting.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the school's Safeguarding Policy.

This document is reviewed annually by Mrs K Bloomfield, or as events or legislation change requires.

Mobile Phones	
Reviewed by:	Mrs K H Bloomfield, Deputy Head, DSL
Date of last review:	September 2024
Approved by:	Mr Paul Grimwood, Chair of LGB
Date of approval:	September 2024
Reason for changes:	Annual update.
Next scheduled date for review:	September 2025

## Policy Statement

Tranby often invites speakers from the wider community to give talks to enrich our pupils' experience. The school recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the school and pupils greatly appreciate the time and effort that visiting speakers put into their presentations.

The purpose of this policy is to set out the school's legal obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers.

## Overview

The [Prevent statutory guidance](#) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to this guidance and the school's wider safeguarding obligations.

The school's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the school and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

All requests for outside speakers (be this from a pupil or school staff) must first be discussed with the Deputy Head Pastoral for Seniors and the Safeguarding Lead for Prep.

The school will undertake a risk assessment before agreeing to a visiting speaker attending the school. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The school may also conduct research on the visiting speaker and/or their organisation, as appropriate. The school will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

The school will obtain an outline of the material the speaker intends to cover in advance of their visit. In some cases, the school may also request a copy of the visiting speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils involved, and does not undermine British values or the ethos and values of the school. Visiting speakers will be sent a copy of our Visitor Safeguarding Form to sign and return in advance of their visit (see Appendix 2).

A member of school staff will be present during the visit/talk to monitor the content to ensure that it aligns with the values and ethos of the school, British values, and our diversity, inclusion and equity commitments. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Designated Safeguarding Lead and the Headmistress as soon as reasonably practicable after the talk/visit.

Visiting speakers will be supervised by a school employee whilst on the school site. At no point will a visiting speaker be left unsupervised on the school site whilst pupils are present.

On arrival at the school, visiting speakers will be required to show an original current identification document, including a photograph such as a passport or photo card driving licence, and will be asked to sign in at reception. The visiting speaker will be issued with a visitors' lanyard, which they must wear at all times whilst on the school site. Visiting speakers will also be handed the school's Safeguarding Guidelines and will be required to sign our visitors' Agreement and Guidelines for Visiting Speakers form (see appendix 3).

If you have any queries regarding this policy, please contact Mrs K Bloomfield, Deputy Head – Pastoral (Seniors).

### **Equality Statement**

At Tranby, we are committed to ensuring the equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and able to participate fully in school life.

Please let us know if there is anything you need in terms of accessibility.

We are members of the Schools' Inclusion Alliance and actively promote all aspects of Diversity and Equity.

## APPENDIX 1

### Checklist for Visiting Speakers

	Action / Details of the arrangements	Details
1	Name of the staff member responsible for booking the Visiting Speaker	
2	Date of presentation	
3	Audience details	
4	Confirm that: <ul style="list-style-type: none"> <li>• The Visiting Speaker Policy (or link) has been sent to the visiting speaker</li> <li>• The visiting speaker has been sent the Visitors' Safeguarding Form to complete in advance of their visit</li> </ul>	
5	Name of visiting speaker/organisation	
6	Details of presentation to be provided	
7	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies, etc.)	
8	Are you satisfied that the content seen in response to 7 above is not in any way contrary to the school's Equality Policy, the ethos of inclusion of the school, British values or any concern in relation to the Prevent Duty? If such concern exists, refer the matter to the Designated Safeguarding Lead (DSL).	Yes No (refer to DSL)

9	Will the visiting speaker be left alone with pupils and undertaking a regulated activity? If yes, complete 10 below and inform the DSL.	No Yes (refer to DSL)
10	Enhanced DBS certificate details	DBS number: Date of issue:
11	Name of person responsible for supervising the Visiting Speaker whilst they are on site	
12	Confirm the Risk Assessment form has been completed and a copy provided to the DSL	
13	Confirm a copy of this form has been provided to the Office Manager for inclusion on the Single Central Register.	

Signature of member of staff responsible for organising and liaising with Visiting Speaker:

Signed: ..... Date: .....

Countersigned by Designated Safeguarding Lead:

Signed: ..... Date: .....

## APPENDIX 2

### Visitor Safeguarding Form

Welcome to Tranby; we hope that you enjoy your time with us. The member of staff you are visiting will provide you with the information you need to ensure your visit is successful and productive.

As a visitor to Tranby:

- You must sign in at Reception and sign out as you leave.
- Your visitors' lanyard must be worn and be clearly visible at all times.
- Please do not use your personal mobile whilst on duty with pupils; you may use your personal mobile when you are away from pupils during scheduled breaks.
- Personal photography is not permitted whilst you are visiting the school.
- Do not give out your personal details including your personal mobile number to pupils or parents without senior staff agreement.
- Any contact with parents or pupils by email must be via a staff school email account.
- Adhere to Tranby's Acceptable Use Policy.
- Always report to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead anything which causes you concern about a pupil's safety or your own.
- Never promise complete confidentiality to a pupil. Make it clear you may need to tell one other person.
- You must not be left alone with a child or children. Avoid one-to-one meetings in remote or secluded areas of the school. Ensure there is visual access, and that there are other staff around, or are at least aware of the meeting.
- As a general rule, do not touch pupils. Report any physical contact which concerns you or which you believe may have been misconstrued.
- If you have any concerns or questions during your visit, please ask at the School Reception and you will be directed to the relevant member of staff.

The following statements define the behaviour and attitudes, which set the required standard for conduct of both staff and volunteers at Tranby, to uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position;
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- Showing tolerance of, and respect for, the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;

- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law;
- having proper and professional regard for the ethos, policies and practices of the school, and maintaining high standards in your own attendance and punctuality.

## Basic Information

School name	Tranby, East Yorkshire
Name of Headteacher	Mrs A Wilson - email: <a href="mailto:alex.wilson@tranby.org.uk">alex.wilson@tranby.org.uk</a>
Child Protection	The Designated Safeguarding Lead for Seniors is Mrs K Bloomfield – email: <a href="mailto:katherine.bloomfield@tranby.org.uk">katherine.bloomfield@tranby.org.uk</a>  The Safeguarding Lead for Prep is Mrs S Maynard – email: <a href="mailto:sarah.maynard@tranby.org.uk">sarah.maynard@tranby.org.uk</a>

I have read and agree to follow the procedures outlined in this document.

Name: ..... (Block Capitals)

Visiting: ..... (Block Capitals)

Signed: .....

Date: .....

## APPENDIX 3

### AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

**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 terrorism, including individuals, groups or organisations that support such acts.
4. The visiting speaker must not spread hatred and intolerance of any minority group/s, in the community and thus aid in disrupting social and community harmony.
5. The content of the speech/presentation must contribute to preparing pupils for life in modern Britain.
6. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
7. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmistress.
8. Compliance with the school's Equal Opportunities and Safeguarding Policies.
9. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
10. I have read these guidelines and agree to abide by them.

Visiting speaker's signature: ..... Date: .....

### FILMING/STILLS/PHOTO RELEASE PERMISSION

Yes, I give consent for Tranby to take photos of/film me for use on their social media pages, website and for other marketing purposes.

No, I do not authorise Tranby to take photos of/film me.

Visiting speaker's signature: ..... Date: .....