



QUEEN VICTORIA PRIMARY SCHOOL

'No Platform' Visiting Speaker Policy

Policy Number	SP 50a
Policy Date:	June 2022
Review Date:	June 2023
Signed by Chair of Governors	
Dated:	
Ratified at:	Full Governing Body – July 2022

Purpose

Queen Victoria Primary School occasionally 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 in to 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.

This policy supports the aims and ethos of the *Safeguarding and Child Protection and takes into account the "Educate Against Hate" advice Hosting Speakers on School Premises.*

Scope

This policy applies to all staff involved in organising visiting speakers at Queen Victoria Primary School.

Policy statement

The school's responsibility to pupils is to ensure 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.

The *Prevent Duty Statutory Guidance 2015*, along with *Keeping Children Safe in Education (September 2020)* expect schools to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised. This policy has therefore been drawn up with regard to the Government's prevent duty guidance and the school's wider safeguarding obligations.

Procedure

All requests for outside speakers (be this from a pupil or member of the school's staff) must firstly be discussed with the appropriate lead.

The school will undertake a risk assessment before agreeing to a visiting speaker attending the school. This will take into account any safeguarding checks 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 obtain an outline of what the speaker intends to cover in advance of the visiting speaker's 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 to be in attendance.

Visiting speakers will be supervised by a member of staff whilst on the school site. At no point will a visiting speaker be left unsupervised on site whilst pupils are present. Any concerns for the content or nature of the talk should be referred to the school's Designated Safeguarding Lead immediately.

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 into the Inventory System. The visiting speaker will be issued with a visitors' badge which they must wear at all times whilst on the school site and will also be provided with a copy of the school's safeguarding leaflet.

The school will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the school's Data Protection Policy. Plans for a visiting speaker and the completed form (attached) should be given to the Designated Safeguarding Lead well in advance of the speaker's visit.

Responsibilities

All staff planning to invite visiting speakers have a responsibility to plan such activities in accordance with this procedure.

The Deputy Head/Pastoral Lead have responsibility to ensure the correct checks have been applied before approval is granted for any visiting speaker.

Related documents to consider

- Safeguarding Policy
- Keeping Children Safe in Education (2020)
- Prevent Duty Statutory Guidance (2015)

Policy Implemented: June 2022

Policy due for Review: June 2023