Knowledge-rich, skills-led learning for all
Christ at our heart
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Partnership of love, ambition, joy and peace

Protocols for visiting speakers

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1. Introduction

The Kent Catholic Schools' Partnership ("the Trust") welcomes visitors for a variety of purposes, for example, contractors, governance committee members, LA officers, Education Service Southwark staff, volunteers, speakers, priests, artists, sporting organisations and many more. This protocol focuses specifically on external speakers who are invited into the school for the purpose of working with or speaking to pupils.

It is important that we encourage visitors to come to our schools and witness the great work that is done for the children and young people entrusted to our care. For a number of external speakers it will be the first time they have visited a Catholic school and the welcome extended to them provides opportunities for the visitor to experience an ethos which contributes to the distinctive nature of the Catholic school.

External speakers can help provide a safe space for children and young people to engage with a variety of issues and hear and debate different perspectives, this can contribute to the school's commitment to the common good in spreading its values further afield in the local and wider communities.

2. Statutory guidance

The Trust has a responsibility to ensure that the people invited to speak in our schools are suitable and that the following are considered prior to engaging an external speaker:

- Keeping Children Safe in Education is statutory guidance that schools must have regard to when carrying out their duties to safeguard and promote the welfare of children. When inviting speakers, schools should be conscious of the safeguarding requirements in the guidance.
- The statutory guidance on the Prevent duty makes clear that schools should set out 'clear protocols for ensuring that any visiting speakers – whether invited by staff or pupils themselves – are **suitable** and appropriately supervised'.
- The Department for Education has issued guidance to academies on improving the spiritual, moral, social and cultural (SMSC) development of pupils which states that:

'schools should consider vetting visiting speakers if they may hold views which are inconsistent with the requirements of any part of the SMSC standard, and if still used ensure the content of their presentation is agreed beforehand'.

- The Ofsted guidance for inspectors on safeguarding states that 'inspectors should also check the setting's policy and procedures for ensuring visitor to the school are **suitable and checked and monitored** as appropriate, for example, external speakers at school assemblies'.
- All schools are subject to requirements to forbid political indoctrination and secure a balanced treatment of political issues. This extends to extra-curricular activities which are provided or organised for registered pupils at the school by or on behalf of the school.
- Schools which are charities should have regard to Charity Commission guidance which includes some example steps that can be taken to help manage the risk around hosting speakers.

3. Trust Procedures

Schools must only let its premises to organisations and individuals whose conduct is in accordance with the catholic ethos of the Trust. Before agreeing to a speaker or organisation to visit the school, the Headteacher (or CEO for Trust events) must ensure that a risk assessment is carried out (a template risk assessment is included at appendix 1) to ensure:

- The work and values of the organisation represented by the external speaker are compatible with the aims and catholic ethos of the Trust. A check should be carried out on internet search engines and across social media sites to check suitability. It is good practice to look beyond the first page of results
- The focus of the event and presentation complements the curriculum or educational experience of the children and young people involved
- The external speaker has the necessary skills, experience and knowledge to deliver an age appropriate presentation
- The aims and outcomes are clear, achievable and agreed between the school and the external speaker before the event
- Any potential risks to the school's reputation and ethos are identified
- If there are concerns then the views of the Trust CEO, Community Safety team/ child-centred policing team/ LA Prevent Coordinator should be sought and captured on the risk assessment before agreeing to the visit.

Prospective speakers will be required to sign up to the code of conduct at appendix 2 before permission is given.

Only materials and resources agreed in advance can be used with or given to pupils. It is the responsibility of the Headteacher to ensure that there is compliance with copyright and intellectual property requirements.

Appendix 1 – Risk Assessment for External Speakers

Name of speaker		
Purpose of event		
Audience		
Date of planned event		
Question	**Answer**	**Mitigations/actions needed**
Will the speaker be supervised at all times during their visit? If not, please include a reason for this.		
Have you carried out safeguarding checks (if appropriate) for the speaker (or organisation) and have these been recorded?		
Does the proposed speaker have links to or represent a proscribed terror group or organisation (as per the Home Office list) or feature on HM Treasury's list of organisations subject to government sanctions?		
Have you carried out online checks to assess the suitability of the speaker including any extremist language in historic social media posts that would not be compatible with the Trust's ethos?		
Have the Trust's protocols been explained to the speaker and have they agreed to sign the code of conduct agreement?		
Have you reviewed the resources/materials that will be used by the speaker? Can you confirm that they are appropriate for the age and maturity of the planned audience?		

Have you reviewed other resources provided by the speaker (and by any organisation the speaker represents) even if they will not form part of the speaker's activities at the school?		
Can you confirm that the political values espoused by the speaker/speaker's organisation are in compliance with British values and do not involve taking an extreme political position?		
Are there any outstanding issues or concerns with the speaker and/or their suitability		

Name of staff member proposing booking:	
Position:	
Date:	
Approval	
Name (Headteacher or Deputy Headteacher):	
Position:	
Date:	

Appendix 2 - Visiting Speaker/Event Agreement

We understand the importance of visitors and external agencies to enrich the experiences of our students and thank you for visiting our school.

In order to safeguard our children, we ask all visitors working with our students to read and adhere to the statements below:

- Any messages communicated to students support fundamental British Values and our catholic ethos and values.
- Any messages communicated to students do not marginalize any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalize students through extreme or narrow views of faith, religion or culture or other ideologies.
- Messages to the students support a positive work ethic, resilience and aspiring to be the best they can be.
- Activities and content are matched to the needs and age groups of students.
- Visitors will be appropriately supervised during their visit to school and all visitors are asked to sign in and out at Main Reception. Thank you for your support in this important matter.

Signed:..... Print signature: …….
(Visiting speaker to school)

Date: .....

This form to be returned to Headteacher / School Business Manager when completed and signed by your visitor