Ealing Independent College

Visiting Speakers Policy

BELLEVUE | EDUCATION

Created: August 2016
Reviewed October 2020

INTRODUCTION:

Ealing Independent College welcomes many visitors to various events and to support or approach to a broad and balanced curriculum throughout the year: visitors make a contribution to the life and learning of the school and the experience and opportunities they bring are encouraged and appreciated.

It is the responsibility of Ealing Independent College to ensure that 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 and visiting speakers agreement (see appendix A)/

It is our duty to establish a clear protocol and procedure for admittance of external visitors to the school, which is understood by all staff, students, parents/carers and visitors and conforms to Safeguarding guidelines (please see KCSIE 2020 and our Safeguarding Policy) and The Prevent Duty 2015.

The term External Speakers is used to describe any individual who is not a student or staff member of our school. This includes any individual who is a past student; or a student or staff member from another school.

We often invite speakers from our wider community to give talks to enrich our pupils' experience of school, providing them with balanced information that helps them make decisions at different phases of their education, spiritual development, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

We will assess the suitability and effectiveness of input from external agencies, or speakers/individuals to ensure that:

- Any messages communicated to students support British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other beliefs and ideologies (must not incite hatred, violence or call for the breaking of the law).
- Activities are properly embedded in the curriculum and clearly mapped schemes of work to avoid contradictory messages of duplication.
- Activities are matched to the needs of the students.

We recognise, however, that the ethos of our school is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies, individuals or speakers to facilitate this.

ORGANISING THE EVENT

When organizing an event/lesson with an external speaker, permission must be obtained from the Principal before any visitor is asked to come into school. The Principal should be given a clear explanation as to the relevance and the purpose of the visit, and the intended date/time of the visit; this is to be completed through our Application for External Visitors form (see Appendix B).

The protocols for organising a visiting speaker are:

- The organiser will conduct a short check into all potential speakers using an open source check: searching the speaker any organisation the speaker is affiliated with, on a suitable search engine and look at the first three pages of results. This must be repeated with the word 'controversy' added to the search terms.
  If you are unsure of the suitability of the potential speakers you must refer the results of your research to the Designated Safeguarding Lead for further investigation.
- The organiser will obtain permission from the Principal via the Application for External Visitors Form.
- The organiser will request the speaker to complete the Visiting Speakers Agreement (see Appendix A) and make them aware of the nominated point of contact at the school.
- The organiser must conduct a full risk assessment in relation to the Prevent Duty
- All visiting speakers must report to Reception on arrival at the school.
- The office stall will take a photocopy of the visiting speakers photo ID and DBS (if applicable).
- The office manager will maintain a formal register of all visiting speakers.
- The organiser will ensure that visiting speakers are accompanied at all times and are not left unsupervised with the students at any time.

Any application for a visit from an external agency, individual or speaker must where possible be made at least **14 days prior** to the event to enable the relevant checks and approval to be processed.

External speakers' involvement in events can not be publicised until the speaker has been approved using the methods set out in this policy.

APPENDIX A

VISITORS & VISITING SPEAKERS AGREEMENT

Thank you for agreeing to come and visit our school, we appreciate the contribution you make.

At Ealing Independent College we understand the importance of visitors and external agencies to enrich the experiences of our Students.

Name of Speaker	
Date of Proposed Visit	
Name of Contact at EIC	
Reason for Visit	
Please outline below the information you wish to communicate in your talk to Ealing Independent College pupils:	

In order to safeguard our students we expect all visiting speakers to read and adhere to the statements below:

- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.
- Visitor will be accompanied by a member of school staff at all times
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I confirm that I have read the statements above and will adhere to them accordingly.

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

APPENDIX B

APPLICATION FOR EXTERNAL VISITORS & VISITING SPEAKERS

This form should be completed by any member of staff or student wishing to bring an external speaker into school. it is not to stop such a person coming to speak. It is instead to ensure that the correct arrangements can be put in place to allow such an event to take place safely.

To: Allan Cairns, Principal **From: ……**

Section A

Date of Requested Visit		**Requested Start Time**		**Requested End Time**	

Section B

Name of Visitor		**Telephone Number:**	
		Email Address:	
		Website Address:	

Brief biography of the visitor/speaker (including why you have chosen this speaker)

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Section C

Details of the exact purpose

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Section D

If the request is accepted, suitable checks will be carried out, it is your responsibility to complete the following:

- The speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion.
- The speaker will need to arrive in good time and must bring suitable photo identification with them.
- The speaker must be supervised at all times and not left alone with the students, unless their Enhanced DBS check has been confirmed.

Section E

Please return the form to the Office Manager	
Office Manager: Evidence of appropriate checks on the suitability of the person, which include internet searches and/or contacting other schools where the person has spoken previously received.	
Office Manager: Visitor approved and organiser informed	

Signed:..... **Date……..**

Allan Cairns - Principal