



VISITING SPEAKERS – POLICY and PROTOCOL

The Prevent statutory guidance requires schools to have clear protocols for ensuring that any visiting speakers who might fall within the scope of the Prevent Duty, whether invited by staff or pupils, are suitable and appropriately supervised. This means that even in cases where specific vetting checks are not prescribed by *Keeping Children Safe in Education*, Part 4, for example, if speakers will not be left alone with pupils, schools must take action to ensure that they are suitable. (The precise action is not prescribed although an internet search, for example, may sometimes be more instructive than formal vetting checks).

At Merchant Taylors' School speakers from the wider community are frequently asked to speak to the pupils (the Sixth Form Lecture programme is an example of this). The aim is to enrich the pupils' experience of school, to provide information that helps them make decisions at different phases of their education and to widen their understanding of world and global issues, as well as providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our pupils is to ensure that the information they receive is aligned to the ethos and values of the school and the identified Fundamental British Values as outlined in documents available from the school and online. In particular, attention is drawn to the School's Safeguarding Policy and Pastoral Curriculum Policy.

The following protocols apply:

Members of staff wishing to invite outside speakers to the school should complete the Visiting Speaker Form on the All Staff SharePoint. Pupils wishing to invite a speaker to the school will need to enlist a member of staff to be responsible for following the Visiting Speaker Protocol.

A brief biography of the speaker should be provided as well as the purpose of the talk. It is expected that the content of any talk will not be at odds with the School's core values and ethos or with Fundamental British Values. The member of staff inviting the speaker to school will confirm that the proposed speaker is suitable; if in doubt consult the Deputy Head (Pastoral).

Whenever possible a notice period of no less than one month should be made prior to the speaker/visitor's proposed date at school.

An organiser for the visitor/speaker is provided who will be the liaison with school – this will normally be the member of staff organising the talk

The usual protocol for visitors will be followed when visiting speakers are in the School: they will sign in at Reception, be badged as accompanied visitors and will then be accompanied throughout their time on the school premises.

Any volunteer who works with the pupils more than once a term or anyone who works with the pupils in a paid capacity more than once a year should be entered on the Single Central Register (as opposed to being classed as a visitor).

Deputy Head (Pastoral)
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