



BURGESS HILL
— GIRLS —

Visiting Speaker Policy

Responsible for Initiating Review of Policy	HR
Committee to Review	SLT
Last Review Date	April 2022
Review Period	Three years (or as required)
Approved by (Committee and Date)	SLT April 2022
Approved by Board of Governors	April 2022
Effective Date of Policy	April 2022
Next Review Date	April 2025
Related Policies	7a Safeguarding Prevent Statement 18a Safer Recruitment

Burgess Hill Girls often invites speakers from the wider community to give talks to enrich our students' experience. We recognise the enormous benefit gained by students from speakers from all walks of life.

The purpose of this policy is to set out Burgess Hill Girls' legal obligation when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy should be read in conjunction with the school's Safeguarding policy.

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-dutyguidance>) expects schools to have clear protocols for ensuring any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

Burgess Hill Girls' responsibility to students is to ensure they can critically assess the information they receive as to its value to themselves, and that such information is aligned to the ethos and values of Burgess Hill Girls and are also aligned to the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The protocols are:

- All visiting speakers must have a nominated point of contact at the school
- All requests for outside speakers require the prior approval of a member of the Senior Leadership Team
- The organiser obtains an outline of what the speaker intends to cover in advance of their visit.
- The organiser is to conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions.
- No people/organisations may use the school premises if they have links to extreme groups or movements, nor will they be allowed to visit the school and speak to students
- Visiting speakers sign the "Agreement and Guidelines for Visiting Speakers" form as acceptance of the school's terms and conditions.
- The organiser will conduct a risk assessment in relation to Safeguarding and Prevent Policies.
- A register of visiting speakers will be maintained by the Head of Prep School, Nursery manager and the Assistant Head, Pastoral.
- On arrival visiting speakers will sign in at the relevant reception, ID will be checked and the visitor will be issued with a visitor's badge.
- Visiting speakers will be supervised by a member of staff whilst on site and during the talk. At no point will a visiting speaker be left unsupervised with students.

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 students.

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.
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 and organisation 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 visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
6. Compliance with the schools Equal Opportunities and Safeguarding policies is required.
7. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Visiting speaker's signature:

Date:

Visiting Speaker Policy

Risk Assessment for Visiting Speaker / Event

Please pass this form to the Head of Prep School, Nursery manager or the Assistant Head, Pastoral a week before the event (with or without the agreement form)

Name of the Event and Speaker
Date of the Event
Nature of Event (talk, demonstration to the students, interactive learning, etc.)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Tick to confirm that research has been carried out on the speaker and the organisation they are affiliated to. <input type="checkbox"/>
Tick to confirm the speaker has signed the Agreement and Guidelines form and been given a copy of the School's Equal Opportunities and Safeguarding policies. <input type="checkbox"/>
Tick to confirm the Office has been informed of the speaker. <input type="checkbox"/>
Tick to confirm you will ensure the speaker is accompanied at all times whilst on site. <input type="checkbox"/>
Agreed by a member of the SLT team
Date