



Elmfield Rudolf Steiner School

Visiting Speakers Policy

March 2019

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead) (Reviewed annually or in response to changes in legislation or LSCB operating procedures)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
March 2019	Diana Ball	Education Lead	
04/04/19	Elaine Shepherd	Chair of College	
15/7/20	Change of name update		

Policy for Visiting Speakers

Background

"Specified authorities will need to...[have] robust safeguarding policies in place to identify children at risk...These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised." (Prevent Duty Guidance in England and Wales HM Government July 2015)

Elmfield Rudolf Steiner School recognises the role that external agencies and speakers can play in enhancing the learning experiences of our pupils. Where we use external agencies and individuals in this way, we will positively vet them to ensure that their messages are consistent with, and not in opposition to, the school's values and ethos including British Values.

Our responsibilities

Elmfield Rudolf Steiner School will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities could be linked directly to the curriculum but might also be of general interest to the pupils; have some relevance to their broader general knowledge and education or have enrichment value.
- Activities are matched to the needs of pupils.
- Activities are carefully evaluated by schools to ensure that they are effective.

Procedures

Any guest speakers or external agencies will be provided with a copy of our Child Protection Policy on arrival at the school and will be appropriately supervised at all times.

When an agreement is made to allow non-school groups or organisations to use the school premises, appropriate checks will be made before agreeing the contract. A signed agreement of the form in Appendix 1 will be returned with the premises booking form.

Staff Guidelines

If you are inviting a speaker into school, please be aware of the following guidelines:

- Any invited speaker should be approved by a member of the Coordination Group or the Departmental Lead and you should make it clear why the speaker has been chosen.
- Reasonable checks should be made on the suitability of the person; these may include internet searches and/or contacting other schools where the person has spoken previously.
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented.
- When booking the speaker ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- Discuss briefly the content of the presentation before the event; this may be on the day or beforehand.
- Talks and presentations should not be used to raise funds, without the prior written permission of the Education Lead.
- Visiting speakers must arrive at reception in good time to sign in, be issued with a red visitor lanyard which must be worn at all times and be reminded they must bring suitable photographic identification with them in order for the necessary checks to be made.
- Visitors must be supervised at all times and not left alone with pupils.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

Visiting Speaker/Premises Hire Form

To comply with Elmfield Rudolf Steiner School's Policy for Visiting Speakers under the Prevent Duty Guidance 2015.

Name of person and/or organisation visiting Elmfield School or hiring the premises of Elmfield School and contact details	Name:	
	Contact Number:	
Date of visit/letting:		
In the case of visiting speakers: Please provide the contact person you are organising the visit with and their position within the school	Name:	
	Position in School:	
Please provide a description of what your visit entails along with the subject area. In the case of premises hire, please state the are of use and your activities		
Please read the statements below and sign to confirm you have read, understood and agree to comply with them.		
Any messages I communicate to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.		
Any messages I communicate do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies.		
I understand that reasonable checks may be made on my suitability prior to my visit; these may include internet searches and/or contacting other organisations where I have spoken/hired premises previously.		
I understand that such talks and presentations will not be used to raise funds, without the prior written permission of the Education Lead. I agree to seek this permission in good time prior to the visit to enable the Education Lead to consult with colleagues to arrive at a measured decision.		
I agree to provide current valid photo ID, and should I not be able to provide this either prior to or on the day of the event I agree that any monies paid by the school for the event will be refunded without delay.		
I understand that my presentation/activity can be brought to an early end if the content proves unsuitable.		
Signed:	Name:	Date:
Staff Countersignature:	Name	Date