

SAFEGUARDING POLICY – APPENDIX 4

VISITING SPEAKER PROTOCOL

Members of staff at Stockport Grammar School invite visiting speakers to the school in order to enrich the academic and pastoral curriculum of our pupils. The information provided by the speakers should be aligned to the ethos and values of the school and to British values.

When inviting visiting speakers to the school the following protocols apply:

- The member of staff who is arranging for the speaker to visit the school must be satisfied that the information provided by the speaker will be aligned to the ethos and values of the school and to British values. For many of the speakers invited to school, the member of staff organising the visit will be satisfied that this is the case.
- If the member of staff organising the visit is not satisfied that the information provided by the speaker will be aligned to the ethos and values of the school and to British values or has any concerns about information that might be covered by a visiting speaker, they should discuss the visit with a member of SMT before the visit is confirmed. Before a decision is made as to whether the visit can be confirmed the member of SMT may request from the organising member of staff further information about the speaker (e.g. an internet search on the speaker) and/or the visit may be discussed at a weekly SMT meeting.
- If pupils or parents wish to arrange for a speaker to visit the school, a member of staff must be responsible for carrying out the above.
- Whenever possible visits should be arranged no less than one month prior to the proposed visit date to the school (to allow time where necessary for discussion with a member of SMT, collection of further information and/or discussion at a weekly SMT meeting).

Further guidelines

The Risk Assessment – Neither Frequent nor Intensive must be completed in order to assess appropriate safeguarding of visitors to site. This risk assessment should be used where DBS checks are not required to assess the risks posed by a person who is to work at the school but who falls outside the definition of frequent (working once a week or more), intensive (working 4 days in a given month) or overnight. This risk assessment should be completed at least one week prior to the scheduled visit to give appropriate time for consideration of any issues arising. The risk assessment is available from the Bursary and at <T:\Safeguarding\risk assessment visitor\Risk Assessment Visitor neither frequent nor intensive.docx>

School safeguarding procedures apply. Visiting speakers will be issued with a visitors' badge which they must wear at all times. They will be accompanied by a member of staff when on the school premises.

Monitoring during the presentation

At least one member of staff will be present during the presentation, ideally the organising member of staff. In the unlikely event that the presentation does not align with the values and ethos of the school and with British values, immediate action will be

taken by the member of staff; this may include stopping the presentation and/or balancing the information given.

Post presentation evaluation

The presentation should be evaluated by the organiser. If the organising member of staff was unable to attend the presentation then they must discuss contents of the presentation with the member(s) of staff who did attend. Should the information provided by the visiting speaker not meet the needs of our pupils or not be aligned with the values and ethos of the school and to British values then the visiting speaker will not be invited to speak again at the school.