

# Oakham Primary School

## External Speakers and Visitors Policy



**Approved by Governors on:**

**18/03/24**

**Signature of Chair of Governors:**

A handwritten signature in black ink, appearing to read "N Skett", is written over a faint, light blue circular watermark.

**Lead Personnel:**

**N Skett**

**Date to be reviewed:**

**18/03/26**

## **Introduction**

Oakham Primary School welcomes many visitors to various events and to support our 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 school's responsibility to ensure that 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 External Speaker's and Visitors agreement. (*Appendix 2*)

This policy should be read with the following policies:

- Safeguarding and Child protection Policy
- Prevent Strategy
- Keeping Children Safe in Education DfE 2023>

It is our objective to establish a clear protocol and procedure for admittance of any external visitors or speakers to school, which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines and The Prevent Duty 2020.

## **External speakers or Visitors**

The terms 'External Speaker' or 'Visitor' is used to describe any individual who is not a student or staff member of our school. This includes any individual who is a student or staff member from another school. All sessions organised with external speakers or visitors in and outside of our school building are still within the responsibility (and liability) of our school.

At Oakham Primary School, we encourage the use of external agencies, visitors or speakers to enrich the experiences of our students; however, we will positively vet these, to ensure that we do not unwittingly use agencies that contradict or are in opposition with the school's values and ethos.

Our school will assess the suitability and effectiveness of input from external agencies or 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 to schemes of work to avoid contradictory messages or duplication.
- Activities and content are matched to the needs of 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 or speakers to facilitate and support this.

### **Organising an event or session with an External Speaker or Visitor**

Permission should be granted by the Head teacher/ SLT before any visitor is asked to come into school by fully completing the require checks and External Speakers & Visitors Booking Form (Appendix 1).

The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Our School reserves the right to cancel, prohibit or delay any event with an external speaker or visitor if this policy is not followed or if health, safety and security criteria cannot be met.

The member of staff (organiser) who has invited the individual or group to contribute in school is responsible for the activities that take place within their lessons or event. The organiser must ensure that all speakers or visitors are made aware of their responsibility in line with the school's safeguarding policy and by reading the External Speakers and Visitors agreement (Appendix 2). The organiser will ensure that they are fully briefed.

No event involving any external speakers or visitor may be publicised or considered confirmed until they have been cleared through the procedure detailed in this policy. When organising an event or visit from an external speaker, the organiser will be asked for the following details:

- details of the exact purpose of the visit
- brief description of key content
- name and contact details of the external speaker or visitor
- approximate duration of the visit

Any failure to disclose the full details of an external speaker or visitor may result in cancellation.

The organiser will check all external speakers or visitors details, group links and other connections (on the first three pages of a search on the internet, using a suitable search engine, and any web link provided).

### **Procedure for Organising an Event with an External Speaker or Visitor**

- The organiser will notify the external speaker/ visitor of the External Speaker and Visitors Policy and Agreement
- The organiser will ensure required details required for organising a visit, are collated.
- The organiser will complete the External Speaker and Visitors Booking Form.
- The organiser will carry out agreed checks on the external speaker or visitor.
- All checks and permissions must be finalised no later than one working week in advance of the planned visit or event.

### **Procedure for Researching a Speaker**

The organiser will conduct a short check into all potential speakers using an open source check: searching the speaker and any organisation the speaker is affiliated with, on a suitable Search Engine and look at the first three pages of results. They will then repeat the search with 'controversy' added to the search terms.

If the speaker has a history of, or has in the past been accused of:

- Inciting hatred, violence or calling for the breaking of the law;
- Insulting or making derogatory remarks to other faiths or groups;
- Using threatening, abusive or insulting words or behaviour;

The details for the booking will to be sent to the schools' Single Point of Contact /Designated Safeguarding Lead, for further investigation and guidance. The event will **not** go ahead as planned until further notice. If no issues are identified, then the event/ speaker will proceed with event confirmation.

### **Reasons for details to be shared with SPOC/ DSL may include but are not limited to any of the following:**

- any person or group on/or linked to the UK Government list of proscribed terrorist organisations
- talks by organisations generally considered to be extremist by Home Office, West Midlands Police, and related organisations
- a speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of students or staff
- a speaker accepted in mainstream as being highly controversial
- a speaker known to/or likely to cause harm to a specific group of staff or students
- a link or links, to any person or group that has, in those Google listings, been connected with any controversy of a negative or positive nature.
- a speaker who has significant profile and attracts a following that could create crowd control and health and safety issues.

**Relevant Legislation and Guidance:**

- Terrorism Act 2000
- The Education (No. 2) Act 1986 S43
- Education Reform Act 1988 – Academic Freedom
- The Human Rights Act 1998
- Equality Act 2010 (s.10 relates to religion & belief as a protected characteristic)
- Discrimination Law – religion and belief
- Public Order Act 1986 – Violent, Threatening or Abusive Conduct and Speech
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children>
  
- <https://www.gov.uk/government/publications/keeping-children-safe-in-education>
  
- Counter Terrorism and Security Act 2015

## Appendix 1 - External Speakers & Visitors Booking Form



This form should be completed by any member of staff or student wishing to bring an external speaker or visitor 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.

**Name of Activity/ Group:**

**Name of Organiser:**

Event details	
Name of Speaker	
Organisation/ Company	
Date & time of Event	
Speaker's Contact email	
Contact Telephone Number	
Title of Event	
Planned Event Venue	
Audience (Class/Cohort)	
Context of visit & key content & information to be shared.	
Confirmation of Online background check completed with NO concerns to report	<b>YES/NO</b>

*The organiser should ensure that the School's guidance notes, attached to this booking form, are passed to the speaker and that they fully understand the implications contained therein.*

Office Use Only		
<b>Authorised By :</b>	<b>Signed:</b>	<b>Date:</b>

## Appendix 2 – External Speakers and Visitors Agreement



Thank you for agreeing to come visit our school, we appreciate the contribution you make. At Oakham Primary School we understand the importance of external agencies, speakers and visitors to enrich the experiences of our students.

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

- All visitors/groups must provide ID upon arrival at School, for organiser to check this and verify the speaker's identity.
- The visiting speaker/group must sign in at Reception where they will be issued with a visitor's badge and lanyard which they must wear throughout their visit. Before leaving the site, the visiting individual/group will be required to sign out at the school reception.
- External speakers and visitors are to be accompanied at all times and not left unsupervised with pupils at any point.
- Any messages communicated to students support fundamental British Values and our school ethos and values.
- The presentation must be appropriate to the age and maturity level of the student audience.
- Appropriate dress, language, and behaviour are required at all times.
- The presentation must not incite hatred, violence or call for the breaking of the law.
- The External Speaker or Visitor is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- The External Speaker or Visitor must not spread hatred and intolerance of any minority group(s) in the community and thus aid in disrupting social and community harmony. This includes not being negative about anyone on the basis of a difference (protected characteristic) as outlined in the equality act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).
- The content of the speech/presentation should support National Curriculum learning outcomes, contribute to pupil's Personal Development or contribute to preparing students for life in Modern Britain.
- The External Speaker or Visitor must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- External Speakers and Visitors are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head or Deputy Head Teacher.
- Compliance with the School's Equal Opportunities, Prevent and Safeguarding Policies.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

**If you have any safeguarding concerns or if a child discloses information that needs sharing, you should:**

Inform the Designated Safeguarding Lead for child protection (N Skett) or in their absence the Deputy Designated Safeguarding lead Person for child protection (S Stretton and/or Z Francis) who will be responsible for following the appropriate school procedures.

You may be asked to participate in formally logging the disclosure on 'My Concern' – the school's safeguarding recording system. This will be done with an Oakham D/DSL or in their absence an appropriate member of the Oakham Primary Senior Leadership Team

*To inform a member of the Oakham Primary Safeguarding team does not mean a referral has been made. This decision is the responsibility of the Designated Safeguarding Lead (or deputy) who will contact the appropriate agency as and when required.*

If you are unhappy about the response you receive from your Designated Safeguarding Lead contact Sandwell Children's Trust Contact Centre on 0121 569 3100 where you may be put through to speak to a qualified social worker.

**UNDER NO CIRCUMSTANCES SHOULD YOU LEAVE OUR SCHOOL WITHOUT DISCUSSING YOUR CONCERNS WITH SOMEONE.**

*I have read the above guidelines and agree to abide by them.*

**Name:** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_