

COLLEGIATE

INDEPENDENT CO-EDUCATION

PRE-SCHOOL TO SIXTH FORM

Policy:

Visiting Speaker Policy

Whole School

This Policy also applies to the Pre-Prep

Date of issue: September 2024

Date of Review: September 2026

References:

Promoting fundamental British values as part of SMSC in schools, 2014

Children Protection and Safeguarding Policy (Whole School)

Preventing Extremism and Radicalisation (Whole School)

Visitors Policy (Whole School)

Supervision of Pupils Policy (Prep School and Senior School)

Curriculum Policy (Prep School and Senior School)

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Assistant Head Safeguarding and Wellbeing

Version	Date	Amendments
V1.2	02.09.22	Updates to KCSIE 2022
V1.3	02.09.23	Updates to KCSIE 2023
V1.4	02.09.24	Updates to KCSIE 2024

This policy is made available to parents of all pupils, on the School website and on request from the School Office. It is available to the Staff at the School from the School website, in the Staff Handbook and on request from the School Office. Content of this policy is directly discussed with new staff upon induction into the School.

Introduction

This Policy has been written with due regard to departmental advice for schools from the DfE (Promoting Fundamental British Values as part of SMSC in schools), November 2014. This policy should be read in conjunction with the school's Child Protection Policy and Safeguarding Policy.

This policy and its effectiveness are reviewed on a biannual basis by the Assistant Head (Safeguarding and Wellbeing) and the Senior Management Team (SMT).

Collegiate School is part of a much wider community. As part of educating our pupils, we frequently have speakers from the wider community who enrich our pupils' experience of school, providing pupils with information that helps them make decisions at different phases of their education, encouraging them to think about their spirituality, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our pupils is to ensure that the information they receive they can critically assess as to its value to themselves and that the information is aligned to the ethos and values of the school and British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

We achieve this through the following protocols:

All requests for outside speakers must be discussed with a member of SMT.

SMT will request that:

1. A biography of the speaker or institution must be provided with the purpose clearly defined as to the information the speaker/visitor wishes to communicate. The information must align to the values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to SMT.
2. Whenever possible, a notice period of no less than one month be given prior to the speaker/visitor's proposed date at school.
3. An organiser for the visitor/speaker is provided who will be the liaison with school.
4. The organiser must ascertain that all information communicated by the visitor/speaker is lawful.
5. The speaker must be sent (by email if possible) the "Guidelines for visiting Speakers" document that is appended to this policy as Appendix 1.
6. When sufficient information has been collated, SMT will be able to make a decision giving permission for the visitor/ speaker to come to Collegiate School.
7. The DSL will undertake relevant searches of the visiting speaker(s) to check credentials..
8. A register of all visiting speakers is maintained by the Assistant Head (Safeguarding and Wellbeing).

Further guidelines

School safeguarding procedures apply and visiting speakers should be asked to supply photographic identity from their institution when they arrive at reception. They will be issued with the Safeguarding information for visitors to Collegiate School and will be asked to familiarise themselves with these. They will be issued with a visitors' badge which they must wear at all times. Visitors must be accompanied at all times whilst they are on the school site. During the visit/talk the organising member of staff must ensure that at least one Collegiate School member of staff is present during the visit/talk, who is required to monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the speech does not meet this requirement, immediate

action must be taken by the member of staff to balance the information given and this must be reported to an SMT member immediately after the talk/visit.

Post speech/ visit evaluation

The speech/ visit is evaluated by the organiser as to whether it met the needs of our pupils. Should the visit/speaker not meet the needs of our pupils then this will be clearly communicated to the visiting speaker/institution by the Head. Thank you letters/emails are sent and travel expenses are reimbursed for all visiting speakers. These must be arranged by the organising member of staff who originally invited the speaker.

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Appendix 1: Guidelines for Visiting Speakers

Guidelines for Visiting Speakers

We are very grateful to have a wide range of visiting speakers coming to Collegiate School to share their thoughts, ideas and experiences with our pupils and we would draw your attention to the following guidelines for all visiting speakers:

Collegiate School Aims to:

- Provide opportunities for its pupils to fulfil their full potential in all areas; academic, creative, sporting and social.
- Encourage a spirit of service in its pupils, so that they may become confident, respectful and responsible citizens.
- Prepare pupils for effective participation in higher education and employment, providing opportunities for leadership and encouraging initiative and independence.

- Please be aware of the Christian Foundation on which the school is based
- Please be aware that as a school we are fully supportive of fundamental British values, which include democracy, the rule of law, individual liberty and mutual respect and a tolerance of those with different faiths and beliefs.
- Please understand that Collegiate School does not intend to offer a platform for individuals who might espouse racist, homophobic, sexist, ageist or extremist views or anyone who might be trying to incite young people to violence or extremism of any form.

Having said this, we welcome people of all backgrounds, ethnicities, beliefs and experiences and we look forward to hearing what you have to share with us and with the Collegiate School pupils. To comply with our visitor policy we would request that you bring one form of photo identification with you on the day of your visit.