



EMMAUS CATHOLIC MAC

Visiting Speaker Protocol



We often invite speakers from our wider community to give talks to enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Both Emmaus and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The purpose of these protocols is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.

These protocols were drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations. The Prevent statutory guidance [Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/prevent-duty-guidance-england-and-wales-2023) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

These protocols should be read in conjunction with the School's Safeguarding and Child Protection Policy.

The protocols are:

- The Principal/DSL must be aware of all visiting speakers.
- All visiting speakers must have a nominated point of contact at the School (the organiser).
- The organiser at school must complete the Visiting Speaker Risk Assessment at least one week in advance of the visit. This should be authorised by the Principal. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.
- The organiser must conduct research/google search on the person/organisation to establish whether they have demonstrated extreme views/actions and are deemed appropriate more broadly. Any evidence of this research should be submitted to the Principal, along with the Visiting Speaker Risk Assessment.
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.
- Visitors need to provide ID upon arrival at School, which the organiser should check and verify the speaker's identity.
- The visiting speaker must sign in at Reception where they will be issued with a visitor's badge which they must wear throughout their visit. Before leaving the site, the visiting speaker will be required to sign out at Reception.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Visiting Speaker Risk Assessment, School staff have the right and responsibility to interrupt and/or stop a presentation.
- The organiser will conduct a post-event evaluation of how the visit met the needs of the pupils.

Visiting Speaker Risk Assessment

As part of the Prevent Duty, Emmaus Catholic Multi Academy Company is required to ensure that appropriate checks and supervision are in place for all visiting speakers.

The Risk Assessment should be signed and submitted to the Principal at least 1 week in advance of the visit. The Principal may cancel or postpone a visit if they have any concerns about the speaker.

Name of Organiser/Supervisor:
Name of Visiting Speaker:
Intended Date of Visit:
Purpose of Visit or Subject to be Addressed:
Year Groups Attending Visit:
Why has the speaker been invited? Include job title and place of work if relevant.
How is the speaker known to the school? Please give details:
Google search completed? Y/N Please attach print of check results.
Confirm that this statement has been included in correspondence: Y/N 'You may well be aware of the government's Prevent strategy, which requires us to ask all speakers in schools to be aware of our safeguarding and child protection policy and procedures. Please note that, on signing in at the School, you will be agreeing to comply with these procedures'.
Confirm that you have included a copy of the Safeguarding and Child Protection Policy in your correspondence with the visiting speaker: Y/N
Confirm that you have requested any power point presentations to be sent in advance: Y/N

I am not aware of any issues relating to the speaker that might be of concern under the Prevent Duty. I will ensure that the speaker is supervised at all times whilst in school. The speaker has been asked to bring photo ID to the school on the day of the visit.

Signed by Organiser _____ Date: _____

Visit Approved: **Yes/No** Other checks required: _____

Signed by Principal _____ Date _____