

Visitors and Visiting Speakers

Introduction

The Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance 2015) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

To be clear, schools are not permitted to obtain a DBS disclosure or Children's Barred List information on a visiting speaker unless that person is engaging in regulated activity at the school

Procedure

Visitors

All visitors must:

- Report to reception where they should sign in and receive a copy of the Safeguarding procedure and Health and Safety information.
- A visitor badge will be issued
- The visitor badge must be worn at all times
- The visitor must be escorted by a fully vetted member of staff at all times
- On leaving the visitor must sign out

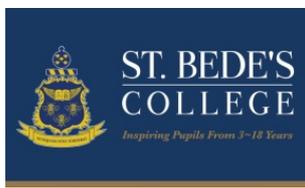
The Headmaster should be informed about any guest speakers or visitors who are coming into College to support the pupils e.g. Big Bang, MFL day

Visiting Speakers

Visiting speakers should be treated in the same way as all other visitors to the school site. However, in order to satisfy the Prevent Duty schools must additionally consider, and record, how they will assess the suitability of any visiting speaker. This may include obtaining formal or informal background information about a visiting speaker. This could be obtained via internet searches or through asking staff, parents and volunteers about the visiting speaker. The precise steps taken to assess the suitability of a visiting speaker should be recorded in writing and endorsed by the Headmaster or Senior Deputy.

Please remember that whenever doing any checks, schools must act fairly and reasonably and treat all visiting speakers in the same way. This reduces the risk that any visiting speaker could be critical that a school's actions were discriminatory on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

If a visiting speaker is carrying out other duties for the school, on a paid or unpaid basis, then they are likely to be categorized as either staff or a volunteer. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers. It is only when formal vetting checks are necessary, that they must be recorded on the single central register (SCR). Informal checks on a visiting speaker do not therefore need to be recorded on the SCR.



Visiting Speaker

Please see the Headmaster to ensure he is happy for the Speaker to come into the College.

Permission given

Date

Suitability check

Name of the Speaker

Organization

Date of the visit

Year Group

Theme

Who will be responsible for looking after the visitor?

How has the session been set up?

What information has been gained about the Speaker prior to the visit?

Endorsed

Is the Headmaster happy with the arrangements?

Date

Signed

Headmaster