

# External Visitors & External Speakers Policy

Expansive Learning Wigan School

2023/24

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**Author:** Scott Roberts

**Version** 5

**Review Date:** Sep-24

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## 1. Scope

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This policy applies to all staff at Expanse Learning Wigan School (Hereafter referred to as the School).

## 2. Introduction

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The 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 Visitors & Visiting Speaker's Agreement (See Appendix A).

This Policy should be read with the following policies:

- Safeguarding Policy
- Prevent Strategy
- Keeping Children Safe in Education DfE (2023)

It is our objective to establish a clear protocol and procedure for admittance of external visitors to school, which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and The Prevent Duty 2015.

External Speakers / Visitors "External Speaker"/ "Visitor" are 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 in and outside of our school building are still within the responsibility (and liability) of our school.

At the School, we encourage the use of external agencies or speakers to enrich the experiences of our students; however, we will positively vet those external agencies, individuals or speakers, to ensure that we do not unwittingly use external agencies, individuals or speakers 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, individuals or speakers 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.
- 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 are matched to the needs of students

However, we recognise that the ethos of our school is to encourage students to understand opposing views and ideologies appropriate to their age, understanding and ability. Additionally, we must be able to actively engage with them in informed debate. Thus, we may use external agencies, individuals or speakers to facilitate this.

## 3. Organising the Event

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When organising an event/lesson with an external speaker, permission should be granted by the Headteacher before any visitor is asked to come into school. The Headteacher should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. This is to be completed through our Application for External Visitors & Visiting Speakers form (see Appendix B) and an Application for Timetable Variation form (see Appendix C), both available from the School Business Manager. Our School reserves the right to cancel, prohibit or delay any event with an external speaker 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 visitor is responsible for the activities that take place within their lessons/ events. The organiser must ensure that all speakers/visitors are made aware of their responsibility in-line with the

school's Safeguarding Policy and by reading the Visiting Speaker's Agreement (See Appendix A), available at reception on arrival. The organiser will ensure that the visitor is fully briefed.

No event involving any external speakers may be publicised or considered confirmed until the speaker has 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:

- Brief description
- Details of the exact purpose of the visit
- Name and contact details of the visitor
- Start and end time of the event (including any timetable variations or requested cover)
- Brief biography of the visitor

Any failure to disclose the full details of an external speaker may result in cancellation. The School will check all speakers' 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).

Any application for a visit from an external agency, individual or speakers must be made no-later than 14 days before the date of the event. Any request made outside of this timeframe may be rejected.

#### **4. Procedure for organising an event with an external speaker**

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The organiser will notify the external agencies, individuals or speakers of the Visitors & Visiting Speaker's Agreement (See Appendix A)

- The organiser will ensure that all the details required for organising a visit are collated
- The organiser will complete the Application for External Visitors & Visiting Speakers Policy Form (See Appendix B)
- The organiser will carry out agreed checks on the external speaker

#### **5. Procedure for researching a speaker**

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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 (Google, Safari or Microsoft Edge). They will then repeat the search with 'controversy' added to the search terms. This needs to be recorded within Databridge (***Event name: (Group) – External Speaker search History***) (Appendix D)
- The organiser must ask the speaker for any previous organisations they have provided a service to and forward the "External Visitors and External Speakers Endorsement Request" (Appendix E)

If the speaker has a history of or has in the past been accused of any of the following, the details for the booking will be sent to the schools' Designated Safeguarding Lead (DSL) for further investigation and guidance.

The event will not go ahead as planned.

- 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

If no issues are identified, then the event/ speaker will proceed with event confirmation.

Reasons for the speaker's details to be shared with the 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 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 search engine 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

## 6. Relevant Legislation and Guidance

- Terrorism Act 2000
- The Education Act 1986
- Education Reform Act 1988
- The Human Rights Act 1998
- Equality Act 2010
- Discrimination Law – religion and belief
- Public Order Act 1986 – Violent, Threatening or Abusive Conduct and Speech
- Counter Terrorism and Security Act 2015

## 7. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed.

### Impact of non-compliance

<b>Staff:</b>	Disciplinary action
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	Reputational damage, litigation, statutory and non-regulated compliance, prosecution
<b>Compliance lead:</b>	Headteacher/Director of Schools
<b>Policy Reference:</b>	ELWS-OPER-POL-0010_(Sep23)
<b>Version:</b>	5
<b>Agreed policy location:</b>	DatabridgeMIS and Company Webpage
<b>Review Schedule:</b>	12 months
<b>Does the policy require Governor approval?</b>	No

### Approval

<b>Prepared by</b> Scott Roberts (Assoc. CIPD) 05/09/2023  Head of Shared Services	<b>Approved by</b> Tony Brown 05/09/2023  CEO	<b>Counter Signatory</b> Richard King 05/09/2023  Director of Schools, Pre 16 Education
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### Version Control

Version	Date	Revision	Review Date
1	01/09/2019	First Issue	31/08/2020
2	01/09/2020	Policy Reviewed – Endorsement Request has been added to the main body of the policy and also the Appendix. Updated in line with KCSIE (2020)	31/08/2021
3	01/09/2021	Policy Reviewed	31/08/2022
4	10/10/2022	Policy Reviewed	09/10/2023
5	05/09/2023	Policy reviewed and updated	04/09/2024

**Appendix A - Visitors & Visiting Speakers Agreement**

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Thank you for agreeing to come visit our school, we appreciate the contribution you make.

At Expanse Learning School we understand the importance of visitors and external agencies to enrich the experiences of our students.

Speakers Name:		Date of visit:	
Purpose of visit:			

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

- 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 ideologies
- Visitors will also be accompanied by a member of staff at all times
- Any messages communicated to students support British Values and our school values

***Please be aware your presentation will need to be brought to an early end, if the content proves unsuitable.***

I confirm that I have read the statements above and will adhere to them accordingly.

Signed:		Date:	
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**Appendix B - Application for External Visitors and Visiting Speakers**

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

To:	Headteacher	From:	
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Section A			
Date of requested visit:		Requested start time:	
		Requested end time:	
Timetable variation form		Required	
		Yes	Attached
		No	No

Section B	
Name of Visitor:	
	Telephone Number:
	Email Address:
	Website Address:

Brief biography of the Visitor (including why you have chosen this speaker):

Section C
Details of exact purpose:

Section D
<p>If the request is accepted, suitable checks will be carried out, it is your responsibility to complete the following:</p> <ul style="list-style-type: none"> <li>The speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand</li> <li>The speaker will need to arrive in good time and must bring suitable identification with them</li> <li>The speaker must be supervised at all times and not left alone with students, unless their enhanced DBS check has been confirmed.</li> </ul>

Section E

<b>Level 1 Approval</b> (Teacher etc) – <i>appropriate checks on the suitability of the person, which includes internet searches and/or contacting other schools where the person has spoken previously</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
Print Name:		Signature:	
Position:		Date:	
<b>Level 2 Approval</b> (Headteacher)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Print Name:		Signature:	
Position:		Date:	
<b>Level 3 Approval</b> (Director of Schools) <i>if appropriate</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
Print Name:		Signature:	
Position:		Date:	

**Appendix C - Application for a Timetable Variation**

To: Headteacher	From:
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<b>Section A</b>	
Date cover required:	
<i>A separate form should be completed for each date requested</i>	
Reason for request:	

<b>Section B</b>									
Details of cover requirements: <i>(Please put a X indicating which period(s) you require cover)</i>									
P1		P2		P3		P4		P5	
Details of staff to be covered:									
Print Name:					Signature:				
Position:					Date:				

<b>Section C</b>			
To:			From: Headteacher
<i>Your request for a timetable variation as detailed above has:</i>			
<input type="checkbox"/>	Been approved and has been entered into databridge <b><u>Work must be set for any groups requiring covering</u></b>		
<input type="checkbox"/>	Not been approved because		
Print Name:			Signature:
Position:			Date:



## Appendix D – Databridge Event: (Group) – External Speakers Search History

File ▾
Save Changes

Main Details - 0

Site: Expense Learning (Adult Social) ▾

Stu. Status: Current Student (On Roll) ▾

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Category: (Group) - External Speakers Se. ▾

Date: 20-08-2020 📅

Time: 14:57 🕒

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Documents

Add
Reset

Actions

Date	Set By	For	Action	Comments	Completed By Date	Completed
<span style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">Add Action</span>						

General

Speakers full name:  Organisation:

Topic:

Details:

Date From:  📅 Date To:  📅

Additional Comments:

Search History

**Speaker**

Brower:  Date:  📅 Results:

Brower:  Date:  📅 Results:

Brower:  Date:  📅 Results:

**Organisation**

Brower:  Date:  📅 Results:

Brower:  Date:  📅 Results:

Brower:  Date:  📅 Results:

Approval

Comments:

I confirm this visit can take place: --Select-- ▾

Approved by:  📧 Date:  📅

Appendix E – Reference Request



External Visitor/External Speaker Endorsement Request

Name:			
Dates the service was provided:	From:		To:
Topic:			
Services provided/details:			
<b>General Information</b>			
Course/topic Content:	Not Applicable	Comments:	
Attendance/Timekeeping:	Not Applicable	Comments:	
Professional Conduct:	Not Applicable	Comments:	
Relationship with students:	Not Applicable	Comments:	
Overall competence:	Not Applicable	Comments:	
Was the content of the service provided, both relevant and student appropriate?			Yes
Please confirm to the best of your knowledge that this person has not been radicalised and they do not support terrorism or any form of "extremism"?			Yes
Would you use the services provided by this person again?			Yes
<b>Safeguarding</b>			
Has there ever been any safeguarding issues, concerns or allegations, whether investigated or not, whilst the above person has been providing services to your school or organisation?			No
Are you aware of any reason why the above applicant may <b>NOT</b> be a suitable person to work with children?			No
<b>Declarations</b>			
Additional Comments:			
Date:			
Name:			
Company Name:			
Your position in the company:			
I confirm that all the information entered is correct:		Yes	