Visiting Speaker Policy

This policy is called:	Visiting Speaker Policy
It applies to:	All staff, governors and visitors to Bolder Academy
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Bolder Academy
MacFarlane Lane, Isleworth TW7 5DB
Registered in England and Wales No: 08932893
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Purpose

The purpose of this policy is to safeguard and promote the welfare of children and young people, and to set the expectation that all staff, teaching and non-teaching (including temporary and supply staff), governors and volunteers must share this commitment.

Responsibility

Headteacher, Deputy Heads, Designated Safeguarding Lead and all staff.

Procedure to be followed prior to day of visit

1.   Speakers are vetted through organisation they are from, DBS checks and quality of programme they are delivering. This is completed by the person booking the guest speaker.

2.   If there are any concerns during the vetting process then the speakers visit will be cancelled.

Procedure to be followed on the day of the visit

1. On arrival, the visiting speaker should declare their name and the purpose of their visit, as well as the name of the organising member of staff.

2. The visitor must sign in using the InVentry machine and must be prepared to produce formal identification, where appropriate. They read our safeguarding information on InVentry (sign in system). If the visitor is meeting with students without a Bolder member of staff present the office team check their DBS, please see further details below.

3. Upon signing in guests are given a safeguarding leaflet by the office team which includes information on our DSL and DDSLs.

4. The Visiting Speaker Agreement form must be read and signed by the visiting speaker either on InVentry, or on a paper form and returned to reception staff.
    - Not inciting hatred, violence or call for the breaking of the law.
    - Not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
    - Not spreading intolerance in the community and thus aid in disrupting social and community harmony.

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- Avoiding insulting other faiths or groups, within a framework of positive debate and challenge.
- Must adhere to the school's equal opportunities and safeguarding policies.
- Not permitted to raise or gather funds for any external organisation or cause without express permission of the Headteacher.
- Must protect the reputation of staff and students by treating other members of the Academy community with respect whilst using social networking sites.
- Must use social networking sites responsibly and ensure that their personal reputation and/or the Academy's reputation, nor the reputation of individuals within the Academy are compromised by inappropriate postings.
- Must not post on any personal social networking sites any Academy information, communication, documents, videos and/or images.
- No details or opinions relating to any staff, student or parent/ carer which could cause offence are to be published on any website or posted on social networking sites.
- No photos or videos, which show staff or students of the Academy may be taken without the schools' express permission or be uploaded to any site other than the Academy's Website.
- When any visitor computer is left unattended, it must either be logged off or locked.
- Activity that threatens the integrity of the Academy ICT systems, or activity which attacks or corrupts other systems, is forbidden.
- Visitor's internet activity must not compromise the security of the data on the Academy ICT systems or cause difficulties for any other users.
- Under no circumstances should a visitor use another staff member or student computer account.
- Visitors must not access from the Academy's system any web page or any files downloaded from the web which could be regarded as illegal, offensive, in bad taste or immoral.
- Visitors may connect our own devices (including, but not limited to, laptops, tablets, and smartphones) to the Academy's Wi-Fi provided that they follow the Academy's requirements and instructions governing this use. All usage of your own device(s) whilst connected to the Academy's network or any other part of the IT Systems is subject to all relevant Academy Policies (including, but not limited to, the IT and Cyber Security policies).

5. The visitor should be met in reception by the organising member of staff. An ID lanyard will be issued, which must be worn at all times.

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6. A member of school staff should remain with the speaker during the entire duration of their time in the Academy, including during the speech/presentation.

7. Following the address/assembly the guest should be accompanied by a member of staff to reception where they should sign out on InVentry and leave the premises.

8. The member of staff organising the visiting speaker should review/ evaluate the address by the guest speaker and report any concerns to the Designated Safeguarding Lead immediately.

9. If concerns are raised, the Designated Safeguarding Lead will take action and address the concern in line with the school's Safeguarding policy.

10. Records of Visiting Speakers are stored on InVentry.

11. In the event of a fire alarm/drill, the visitor will be accompanied to the fire evacuation assembly point in the Multi-Use Games Area ("MUGA"). Details of the fire evacuation procedure are shared with visitors when they sign in on InVentry.

Visitors whose purpose is to work closely with smaller groups of students

Visitors may work closely with students in a variety of capacities, for example, to deliver additional academic provision (e.g. music lessons), to meet with small groups of students of individuals for targeted intervention sessions, or alternatively they may be working with a student on a one to one basis (e.g. children's services of health professionals). Staff should ensure all normal visitor policy requirements are followed.

Any visitor who is not Enhanced DBS checked must not be alone with students at any point, for any length of time.

If a visitor has an Enhanced DBS clearance they may work with students unaccompanied by another member of staff. This must be agreed in advance with the Safeguarding Team.

Regular visitors to the school must have Enhanced DBS clearance.

In line with KCSIE, 2023 any allegations made against organisations or individuals using school premises will be dealt with in the same way as any allegations against school staff. This process is detailed in our Safeguarding Policy.

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APPENDIX 1:   Agreement and Guidelines for Visiting Speakers

Bolder Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, teaching and non-teaching (including temporary and supply staff), governors and volunteers to share this commitment.

Bolder Academy takes seriously its responsibility under Section 175 of the Education Act 2002 and existing documentation including 'Keeping Children Safe in Education', in order to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within our school to identify, assess and support students.

Name of visiting speaker:

Organisation (if applicable):

I agree to the following terms and conditions:

1.   The presentation will be appropriate to the age and maturity level of the student audience. Appropriate dress, language and behaviour are required at all times.

2.   The presentation must not incite hatred, violence or call for the breaking of the law.

3.   I understand that I am not permitted to encourage, glorify or promote any acts of extremist behaviour including individuals, groups or organisations that support such acts.

4.   I will avoid insulting other faiths or groups, within a framework of positive debate and challenge.

5.   My use of social media during the sessions and outside of the sessions that I deliver is appropriate and would not cause offense to anyone. This includes my personal profiles on social media channels.

6.   My use of the Academy's IT systems and internet will not threaten the integrity of the Academy ICT systems, or compromise the security of the data on the Academy ICT systems or cause difficulties for any other users.

7.   I will not be permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.

8.   I will comply with the school's Equal Opportunities and Safeguarding Policy.

9.   I acknowledge that school staff have the right and responsibility to interrupt and / or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them. I know the name of the school's Designated Safeguarding Lead and I know how to locate them, if needed.

Visiting speaker's signature: _____   Date: _____

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