



Eagle House School (Sutton) is an independent day school, which provides an appropriate education for secondary-aged pupils who hold a Statement of Special Educational Needs or Education, Health & Care plan for an autism spectrum disorder and associated social and communication difficulties. This will include children and young people with moderate or severe learning difficulties. This policy is also applicable to Eagle House 6th Form (Strawberry Lodge) which is registered as part of the main school in Sutton.

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. "Specified authorities will need to...[have] robust safeguarding policies in place to identify children at risk...These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised." (Prevent Duty Guidance in England and Wales HM Government July 2015).

1. INTRODUCTION

Eagle House School is part of a much wider community. As part of educating our pupils, we frequently have speakers and visitors from the wider community who enrich our pupil's experience of school, providing pupils with information that helps them make decisions at different phases of their education, encouraging them to think about their future, 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 is aligned to our ethos and the 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:

Key aspects of the visiting speakers' policy include:

- A formal procedure for inviting speakers, which involves approval by the headteacher and a clear understanding of why the speaker has been chosen.
- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously.
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented.
- A document for the speaker to read and sign, to ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- An understanding that 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.
- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the headteacher.

- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present.
- Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- All information about the visiting speaker and the booking process should be recorded on a suitable proforma.
- After the presentation, an evaluation form should be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future.

All requests for outside speakers and visitors must be discussed with a member of SLT.

SLT 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 SLT.
2. Whenever possible, a notice period of no less than one month must 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 "Visiting Speakers' agreement" document that is appended to this policy as Appendix A.

When sufficient information has been collated, SLT will be able to make a decision as to whether to give permission for the visitor/speaker to come to Eagle House School.

School safeguarding procedures apply and visiting speakers should be asked to supply photographic identity from their institution when they arrive in school. They will be issued with the Safeguarding information for visitors to the 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 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 SLT member immediately after the talk/visit.

2. 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 of Education.

Thank you letters/emails are sent and travel expenses are reimbursed (where requested) for all visiting speakers. These must be arranged by the organising member of staff who originally invited the speaker.

3. POLICY REVIEW

It is the responsibility of the Head of Education supported by the other members of the school's Senior Leadership Team to monitor this policy. It should be reviewed periodically or when new legislation is published. The Head of Education reports on Eagle House School (Sutton) matters to the CEO/Directors.

4. RELATED POLICIES AND DOCUMENTATION

- ❖ Safeguarding and Promoting the Welfare of Children Policy
- ❖ Social, Moral, Spiritual and Cultural Policy
- ❖ Visitors and Contractors Policy
- ❖ Community Cohesion Policy

Appendices:-

- ❖ *Appendix A – Visiting Speakers Agreement at Eagle House School*
- ❖ *Appendix B – Risk Assessment for Visiting Speaker/Event*

Document:	Visiting Speaker Policy
Date adopted/written:	May 2017
Last Reviewed:	March 2018
Next review:	March 2021
Version:	Final



We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

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

- Any messages communicated to pupils support fundamental British Values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- 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 pupils.
- Visitors will be accompanied by a member of staff at all times.

Signed:.....

Date:

Appendix B
Eagle House School (Sutton)
Risk Assessment for Visiting Speaker/Event



Name of the Event and Speaker:
Date of the Event:
Nature of Event (talk, demonstration to the children, interactive learning etc.):
Outline of the Content of the Event:
Point of Contact (member of staff organising the event):
Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to:
Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement:
Sign and date to confirm that the school administrator has been informed of the Speaker/visitor in order that they can be added to the School diary:
Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises:
Agreed by the Head of Education:
Date:
Post Event Evaluation: