

## Visiting Speakers Policy

**Reviewed by:** Sarah Fox  
**Reviewed on:** November 2022  
**Next review:** November 2024

**Related policies and documents:** Security Policy and Procedures, Curriculum Policy, Prevent Risk Assessment and Action Plan, Safeguarding and Child Protection Policy, PSHE and SMSC Education Policy, RSE Policy

### Endorsement

Full endorsement is given to this policy by:

**Name:** Joel Chalfen

**Position:** Cambridge Steiner School Trustee

### Signed:



**Date:** Nov 2022

Visiting speakers enhance the intellectual and cultural life of the School and provide challenge and inspiration for students. All visiting speakers will be subject to the School's usual visitors' protocol set out in our Security Policy and Procedures and will be supervised at all times whilst on site.

The Prevent Duty Guidance for England and Wales (2015) requires the School to have a clear protocol for ensuring that any visiting speakers are suitable and appropriately supervised.

The School will obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of 'extremism' defined as 'vocal or active opposition to fundamental British Values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.'

Any member of staff inviting in a visiting speaker or overseeing a group of pupils who would like to invite in a visiting speaker, must as a minimum carry out an internet search on the proposed speaker. Pupils may not invite visiting speakers – this must be done through a member of staff. The proforma (annex A) must be completed and submitted (follow link to google form) in a timely manner (wherever possible a minimum of 2 weeks ahead) for coordination at department planning meetings.

If the internet search reveals information that indicates the speaker presents a risk of radicalisation then the matter must be referred to the School's Prevent Lead who will discuss the proposed invitation with the Education Manager.

The relevant teacher must be familiar with the subject topic on which the visiting speaker will

present and ensure that it is appropriate for the audience. Visiting Speakers may be asked to bring formal photographic identification with them which they should be ready to show to Reception Staff and the supervising member of staff upon request. If the speaker is already known to the School and/or the supervising member of staff, such that their identity is already known, the requirement to provide proof of identity may be waived.

If a visiting speaker is carrying out other duties for the School, on a paid or unpaid basis, then they are likely to be categorised 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 SCR. Informal checks on a visiting speaker do not need to be recorded on the SCR.

Annex A - Visiting Speakers Proforma (to be completed by following this LINK: <https://forms.gle/1DSwqe7iZhVxSQqy9>)

Name of speaker / Date of visit	
Profession/Credentials	
Reason for speaking at Cambridge Steiner School	
Findings from due diligence (including basic internet search on google.com)	
Content of presentation Title / Age range at which the presentation is aimed	

Members of staff are reminded of the need to agree in outline with the speaker the content of their presentation and the need to intervene and stop the presentation if subjects are discussed which are not in keeping with the Ethos of the School, is unsuitable/inappropriate and/or contains information which is Extremist and in opposition to fundamental British Values.

Due diligence. I have satisfied myself that the visiting speaker is of a background suitable to be considered for invitation on to the School site, and that "association" with this individual will not adversely impact on the reputation of the School or put pupils at risk. I consider that the presentation will assist with the spiritual, moral, social and cultural development of the students.

**Name member of staff**

**Signature**

**Date**

Completed forms should be returned to the Education Manager to be approved and processed.

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