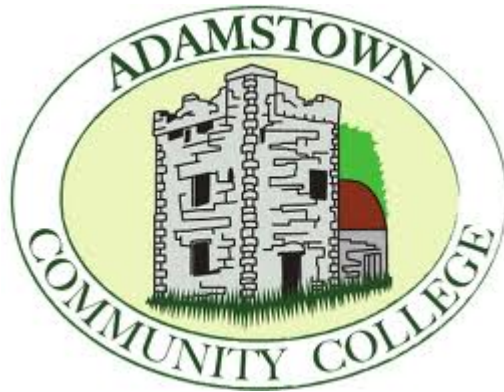


ADAMSTOWN COMMUNITY COLLEGE



EXTERNAL/VISITING SPEAKERS POLICY

This policy relates to speakers attending for internal training sessions/information sessions for staff, students or parents.

Visiting speakers can enrich the student's experience of school. Our responsibility is to ensure that the information delivered is provided within a safe environment and that care be exercised to respect the diverse views and values of all students in our school community.

Aim

It is our aim to make sure that our schools protect students and staff, during school time and in extracurricular activities and to ensure that visitors comply with the Visitors and Visiting Speaker's agreement. (see Appendix 1)

We aim to establish clear protocols and procedures for admittance of external visitors to school, which is understood by all staff, BOM, visitors and parents and conforms to safeguarding and child protection guidance, Children First 2015.

This Policy should be read with the following policies:

- Safeguarding and Child Protection Policy
- Children First 2015
- Department of Education and Skills Circular Letter 0023/2010

External speakers / Visitors

“External speaker”/ “Visitor” is 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.

Organising an event/ lesson with an external speaker

A clear explanation should be recorded as to the relevance and purpose of the visit and the proposed date and time for the visit. 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 schools safeguarding policy and by signing the Visiting Speakers agreement (See Appendix 2). 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. In that regard, it is imperative that sufficient time is allowed to enable this process to take place.

Procedures

The organiser will:

- Seek approval from school management for the speaker to visit the school.
- Notify the external speaker/visitor of Adamstown Community College’s Policy regarding external speakers/visitors.
- Carry out agreed checks on the external speaker including vetting and internet search.
- Fill in the details in Appendix 1 and submit to management.
- Send Appendix 2 to the external speaker/visitor for signing.

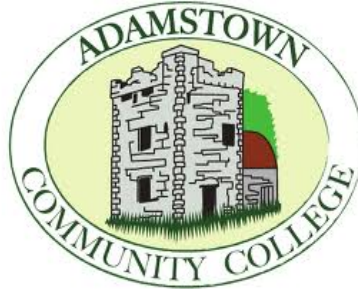
During the event

- The visitor should be met at reception, signed in and be issued with a visitor’s badge which they must wear at all times.
- A signed copy of Appendix 2 should be returned by the visitor to the office or the event organiser before the event starts.
- A staff member should accompany the visitor during the time they are in the school.
- Sufficient staff must be present in a supervisory capacity, particularly in the event of a student leaving the session for follow up/support/monitoring.

- After the presentation, the speaker should be accompanied to reception in order to sign out and leave the visitors badge.
- If there are any concerns arising during the presentation, the event/presentation may be stopped and these concerns should be reported immediately to school management.

After the event:

After the presentation/training, 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. Once a speaker has been to the school future checks for this person should be proportionate.



Appendix 1

This form should be completed by any member of staff or student wishing to bring an external speaker to the school. This is to ensure that the correct arrangements can be put in place to safeguard students and staff and to ensure that the event will enhance the experience of the school community present.

Name of Activity/ Group:.....

Name of Organiser:

Event details

Name of Speaker:

Date of Event:

Title of Event:

Cost of event:

Planned Event Venue:

I have carried out agreed checks on the external speaker including vetting and internet search.

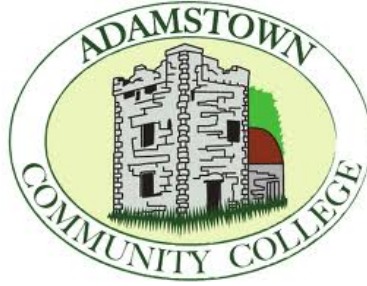
Yes

No

I have informed the visiting speaker about this policy and requested them to read it.

Yes

No



Appendix 2

Visiting Speaker's Agreement

Thank you for agreeing to come visit our school, we appreciate the contribution you make. At Adamstown Community College we understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below. (please tick)

	Any messages communicated to students are consistent with the ethos of the school, promote anti-discriminatory practice and do not marginalise any communities, groups or individuals.
	Any messages communicated to students do not seek to glorify high risk behaviour which might encourage similar copycat behaviour.
	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.
	Visitors will be accompanied by a member of staff at all times and are aware of the safeguarding policy and practice relevant to interaction with students in the school.
	Any messages communicated to students support the Mission and Values in our 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 ideologies.
	I agree to the school using pictures from the event on their webpage and twitter feed.
	I must seek consent for use of pictures/video obtained by me during this visit to the school.

Signed: _____

Date: _____