

ABBEY  
COLLEGE  
CAMBRIDGE

# **Visitor and Guest Speaker's Policy**

**2021/2022**

## SLT Responsible for this Policy

- Carolyn Dunn, Vice Principal (Pastoral)

Telephone: 01223 578280

Email: [Carolyn.Dunn@abbeycambridge.co.uk](mailto:Carolyn.Dunn@abbeycambridge.co.uk)

### This policy is reviewed on an annual basis

Annual Policy reviewed by: **Carolyn Dunn** **June 2021**

**Approved by SLT and Published:** **June 2021**

Next Review: **June 2022**

**This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the college's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the college.**

## Contents

1. Introduction .....	3
2. Aims and objectives .....	3
3. Visitor Procedure .....	3
4. Visiting Speakers .....	4
Linked Documents .....	5
Appendix .....	6
1. Introduction .....	3
2. Aims and objectives.....	3

## 1. Introduction

The purpose of this Policy is to set out the requirements when hosting Visitors on site. The Policy also sets out procedures when using Visiting Speakers and the standards of behaviour expected from Visiting Speakers.

This Policy should be read in conjunction:

- Safeguarding Policy
- Prevent Policy

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects colleges to have clear protocols for ensuring that any Visitors are appropriately supervised and suitable. This Policy was therefore drawn up having due regard to the Government's Prevent Duty guidance and the College's wider safeguarding obligations.

## 2. Aims and objectives

Abbey College Cambridge welcomes many visitors to the college including speakers from the wider community to give talks to enrich the students' experience and to support our vision to be a 'community energised by the love of learning.' The College recognises the benefit gained by students from speakers from all walks of life and the students are appreciative of the time and effort that visiting speakers put in to their presentations.

## 3. Visitor Procedure

Any member of College staff who has arranged for a Visitor to come into college must inform them prior to arrival that they must report to either Reception and if requested bring some form of identification (such as driving licence or passport).

The staff member responsible informs the reception staff of the date and time that the Visitor will be arriving and who they have come to see.

Upon arrival, the staff member behind the desk must:

- Ask who the Visitor is visiting and contact the relevant staff member to pick them up and escort them to the relevant area of the College;
- Request to see identification and log that they have seen this in the Visitors Book;
- Ask the Visitor to read the safeguarding flyer and then sign to say they have read it in the Visitors Book. The safeguarding flyer contains important information on safeguarding and emergency procedures;
- The Visitor will be issued with a visitor badge which must be worn and kept visible at all times whilst on the College site.

- The staff member responsible for the Visitor must escort them back to the Reception desk at the end of their visit to return the Visitor Badge and sign out.
- If the Visitor arrives after Reception is closed, the member of staff responsible for hosting should arrange to sign in with Reception earlier in the day and ensure a Visitor Badge is prepared in advance. The member of staff should also check the visitors' ID in this instance. At the end of their visit, the staff member responsible should make a note of the Visitors' departure time and return the Visitor Badge to Reception at the next available opportunity.

## 4. Visiting Speakers

All requests for outside speakers (be this from a student or College staff) must be discussed with a member of the senior leadership

The questions and procedures identified in the attached Appendix will be followed to ensure any concerns/risks are identified before agreeing to a Visiting Speaker. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant.

The College may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The College will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements. The College's responsibility to students is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the College and Fundamental British Values.

Where possible, the College will obtain a specific title or basic outline of what the Speaker intends to cover in advance of the Visiting Speaker's visit. If there is any concern about the subject matter, SLT may request further details about the lecture content. In some cases, the College may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the students to be in attendance and does not undermine Fundamental British Values or the vision and values of Abbey College Cambridge.

A member of College staff will be present during the visit/talk and will monitor what is being said to ensure that it aligns with the values and visions of the College and Fundamental British Values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that College staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to SLT as soon as reasonably practicable after the talk/visit.

## Linked Documents

- [Prevent Policy](#)
- [APG Safeguarding Policy](#)
- [Fundamental British Values Policy](#)
- [PSHEE Policy](#)

## Appendix

### **Actions for Staff Members Organising a Visiting Speaker**

Staff should ensure that they follow the action points as listed below and refer to the Vice Principal if there are any concerns.

- 1) Staff members arranging a Visiting Speaker must make sure they obtain the following details:
  - Name of the Visiting Speaker and company name if applicable
  - Details of the Visiting Speaker's workplace/background/academic interests and research
  - Contact details of the Visiting Speaker
  - Date of presentation
  - Details of the presentation
  - Audience details
  - Details of costs and budgets
- 2) Where applicable the staff member must complete a booking form with details of venue, IT resources and any catering requests.
- 3) The staff member must ensure that the event has been entered in the School calendar.
- 4) If the Visiting Speaker is to be left alone with pupils and undertaking a regulated activity, a DBS certificate must be obtained. The member of staff must speak to the DSL if this is the case.
- 5) Record the Visiting Speaker in the Visiting Speaker Log, held in the School Office