

## Visiting Speakers Policy

**Primary person responsible for updates to this policy: Shoaib Ali**

**Job title: Assistant Principal (Staff Development and Partnerships)**

**Last review date: July 2021**

**Next review date: June 2022**

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

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), and The Prevent duty (from The Counter-Terrorism and Security Act, June 2015). This policy should be read in conjunction with the college's Safeguarding Policy.

## **Introduction**

DLD welcomes speakers from the wider community who enrich our student's experience of college. Our responsibility to our students is to ensure they can critically assess information they received and that such information is aligned to ethos of the college, to protect students from radicalisation and to promote British values. Such values 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:

All requests for outside speakers must be discussed with the Assistant Principal (Staff Development and Partnerships). The Assistant Principal (Staff Development and Partnerships) requests that:

1. The organiser first discusses with the Educational Visit Coordinator the purpose of the speaker's visit. The information the organiser wishes the speaker/visitor to communicate should be clearly defined. The information must align to the values and ethos of the college, to the Prevent duty, protecting students from radicalisation and to British values.
2. A biography of the speaker or institution must be given to the Principal.
3. Whenever possible, a notice period of no less than one month must be given prior to the speaker/visitor's proposed visit to college.
4. The organiser for the visitor/speaker is the liaison within college.
5. The organiser must ascertain that all information to be communicated by the visitor/speaker is lawful.
6. The organiser must send the speaker (by email if possible) the "**Guidelines for visiting Speakers**" document that is appended to this policy as Appendix 1.
7. When sufficient information has been collated the Principal will decide whether to give permission for the visitor/ speaker to come to the college.

### **Further guidelines**

College safeguarding procedures apply and visiting speakers will be asked by the organiser to supply photographic identity, preferably from their institution, when they arrive at reception. They will be issued with a visitors' badge which they must wear at all times. Visitors must be accompanied by the organiser or another staff member at all times whilst they are on the college site. During the visit/talk the organiser must ensure that at least one DLD 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, to preventing radicalisation and uphold 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 ELT member immediately after the talk/visit.

### **Post speech/ visit evaluation**

The speech/ visit is evaluated by the organiser as to whether it met the needs of our students, and the evaluation given to the Assistant Principal (Staff Development and Partnerships).

. Should the visit/speaker not meet the needs of our students then this will be clearly communicated to the visiting speaker/institution by the Principal. Thank-you letters/emails are sent by the organiser and travel expenses are reimbursed for all visiting speakers. These must be arranged by the organiser who originally invited the speaker.

The Educational Visits Coordinator keeps a log of the details of all visiting speakers.

The latest versions of all the necessary documents (as shown in the appendices) are to be found on the Alpha Plus portal.

## **Appendix 1**

### **Guidelines for Visiting Speakers to DLD College London**

- Please be aware of DLD is an inclusive community which values diversity;

- Please be aware that as a college we are fully supportive of fundamental British values, which include democracy, the rule of law, individual liberty and mutual respect and a tolerance of those with different faiths and beliefs.
- Please understand that DLD does not intend to offer a platform for individuals who might espouse racist, homophobic, sexist, ageist or extremist views or anyone who might be trying to incite young people to violence or extremism of any form.

Having said this, we welcome people of all backgrounds, ethnicities, beliefs and experiences and we look forward to hearing what you have to share with us and our students.

## **Appendix 2**

### **Visiting Speaker Assessment**

#### **Before the visit – organiser to complete and pass to EVC**

Visitor name:

Date of event:

Time of event:

Target audience:

Link to visitor's website:

Brief description of topic:

## **Appendix 3**

**Checklist for organiser to complete (please tick for 1 to 6) – organiser to complete and pass to the Assistant Principal (Staff Development and Partnerships)**

1. Biography of the speaker or institution received
2. Written details of content received
3. Check that proposed content aligns with college values and FBV
4. Copy of *Guidelines for visiting Speakers* (Appendix 1) sent to visitor
5. Name of staff member to act as liaison with speaker:
6. Name of staff member who will attend event and monitor content:
7. Decision by Assistant Principal (Staff Development and Partnerships) - Accept / Reject

8. Signed

Date

Shoaib Ali Assistant Principal (Staff Development and Partnerships)

#### **Appendix 4**

**During the visit – it is the responsibility of the visit organiser to check the identity of their guest on arrival.**

**This should be done at reception. If the reception staff are available, they will do it. If not, the organiser must do it.**

1. **EITHER** Identity of visitor is confirmed using photographic ID (passport or driving licence) YES/NO

**OR** Identity of visitor is confirmed at reception by another means e.g. images on Google, speaker's website, facebook etc. YES/NO

2. For photographic ID, copy of ID taken, signed and dated (attached)

**The organiser is to pass this form to the Assistant Principal (Staff Development and Partnerships) together with the copy of photo ID where appropriate, signed and dated.**

#### **Appendix 5**

**After the visit – organiser to arrange for this to be completed by the member of staff who attended the event to monitor content, then pass to the Assistant Principal (Staff Development and Partnerships)**

1. Did any of the content conflict with college values or FBV? If so, what?

2. Was any of the content unlawful? If so, what?

3. Did the content raise any concerns regarding Safeguarding? If so, what?

4. Did the visit / content raise any other concerns? What?

5. Would the visitor be invited again? Yes/No If not, please state why.

Staff name:

Date: