



CEDAR

Children's Academy

EXTERNAL VISITORS AND VISITING SPEAKERS POLICY

2022-2025

Cedar Children's Academy

Part of the Thinking Schools Academy Trust

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Aims

Cedar Children's Academy welcomes many visitors to various events and to support our approach to a broad and balanced curriculum throughout the year: visitors contribute to the life and learning of the school and the experience and opportunities they bring are encouraged and appreciated.

It is the school's responsibility to ensure that security and welfare of the whole school community is not compromised at any time. It is our aim to make sure that our school is protecting students and staff during school time and in extracurricular activities and to ensure that visitors comply with the Visitors & Visiting Speaker's Agreement (See Appendix A).

This Policy should be read with the following policies:

- Safeguarding and Child Protection Policy
- Prevent Strategy
- Keeping Children Safe in Education DfE

It is our objective to establish a clear protocol and procedure for admittance of external visitors to school, which is understood by all staff, governors, visitors and parents/carers and conforms to child protection guidelines and The Prevent Duty.

"External Speaker"/ "Visitor" are 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.

At Cedar Children's Academy, we encourage the use of external agencies or speakers to enrich the experiences of our students; however, we will positively vet those external agencies, individuals or speakers, to ensure that we do not unwittingly use external agencies, individuals or speakers that contradict or are in opposition with the school's values and ethos.

Our school will assess the suitability and effectiveness of input from external agencies, individuals or speakers or individuals to ensure that:

- Any messages communicated to students support British Values and our school values
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals

- 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 beliefs and ideologies (must not incite hatred, violence or call for the breaking of the law)
- 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

We recognise, however, that the ethos of our school is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies, individuals or speakers to facilitate and support this.

Organising the event

When organising an event/lesson with an external speaker, permission should be granted by a member of SLT before any visitor is asked to come into school. The Headteacher should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit; this is to be completed through our Application for External Visitors & Visiting Speakers form (see Appendix B). 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 to contribute in school 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 school's Safeguarding Policy and by reading the Visiting Speaker's Agreement (See Appendix A), given by the School Office on arrival. 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.

When organising an event or visit from an external speaker, the organiser will be asked for the following details:

- Brief description
- Details of the exact purpose of the visit
- Name and contact details of the visitor

- Start and end time of the event
- Brief biography of the visitor

Any failure to disclose the full details of an external speaker may result in cancellation. The School will check all speakers' details, group links and other connections (on the first three pages of a search on the internet, using a suitable search engine, and any web link provided).

Any application for a visit from an external agency, individual or speakers must be made no-later than 14 days before the date of the event. Any request made outside of this timeframe may be rejected.

Procedure for organising an event with an external speaker

- The organiser (member of teaching staff) will ensure that all the details required for organising a visit are collated and complete the necessary form
- The organiser or a member of SLT or YGL will carry out agreed checks on the external speaker
- The organiser or a member of SLT /YGL will notify the external agencies, individuals or speakers of the Visitors & Visiting Speaker's Agreement (See Appendix A)

Procedure for researching a speaker

The organiser will conduct a short check into all potential speakers using an open source check: searching the speaker and any organisation the speaker is affiliated with, on a suitable search engine and look at the first three pages of results. They will then repeat the search with 'controversy' added to the search terms. If the speaker has a history of, or has in the past been accused of any of the following, the details for the booking will be sent to the Headteacher and DSL for further investigation and guidance.

The event will not go ahead as planned.

- Inciting hatred, violence or calling for the breaking of the law
- Insulting or making derogatory remarks to other faiths or groups
- Using threatening, abusive or insulting words or behaviour

If no issues are identified, then the event/speaker will proceed with event confirmation.

Reasons for the speaker's details to be shared may include, but are not limited to, any of the following:

- Any person or group on/or linked to the UK Government list of proscribed terrorist organisations
- Talks by organisations generally considered to be extremist by Home Office and related organisations
- A speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of students or staff

- A speaker accepted in mainstream as being highly controversial
- A speaker known to/or likely to cause harm to a specific group of staff or students
- A link or links, to any person or group that has, in those search engine listings, been connected with any controversy of a negative or positive nature
- A speaker who has significant profile and attracts a following that could create crowd control and health and safety issues

Procedure for speakers on site

- All visitors must report to reception first - they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in.
- All visitors will be required to wear a lanyard.
- Visitors will then be escorted to the point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- Visitors will be notified that photographs are not permitted without prior agreement
- Visitors will be provided with the Safeguarding leaflet on arrival and is expected to read and make themselves aware of procedures, including the named DSL (Designated Safeguarding Lead)
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out and return their identification label to reception.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

Monitoring and review

SLT will review all visits and visitors to the school site and provide reports to the Headteacher and Governing Body.

This policy will be reviewed every three years

Appendix A – Visitors & Visiting Speakers Agreement

Thank you for agreeing to come visit our school, we appreciate the contribution you make.

At Cedar Children’s Academy we understand the importance of visitors and external agencies to enrich the experiences of our students.

Speaker’s Name:		Date of Visit:	
Purpose of visit:			

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

- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- 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
- Visitors will be accompanied by a member of staff at all times
- Any messages communicated to students support British Values and our school values
- Visitors will follow our Staff Code of Conduct, including dress code
- Visitors must abide by the school’s health and safety and first aid policies. Visitors are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- Visitors must be familiar with the school’s fire safety and emergency evacuation procedures.

Please be aware your presentation will need to be brought to an early end, if the content proves unsuitable.

I confirm that I have read the statements above and will adhere to them accordingly			
Signed:		Date:	

Appendix B – Application for external visitors & Visiting Speakers

This Form should be completed by any member of staff or student wishing to bring an external speaker into school. It is not to stop such a person coming to speak, it is to ensure that the correct arrangements can be put in place to allow such an event to take place safely. This can be completed on paper or electronically.

This should be completed prior to any payment or notifications to parents.

FAO: Member of SLT

Section A

Request		Requested start time:	
Date of requested visit:		Requested end time:	

Section B

Name of Visitor:		Telephone Number	
		Email Address:	
		Website Address:	

Brief biography of the visitor (including why you have chosen this speaker):

Section C

Details of the exact purpose (including how this links to SMSC and Personal Development):

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Section D

If the request is accepted, suitable checks will be carried out, it is your responsibility to complete the following:

- 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
- The speaker will need to arrive in good time and must bring suitable identification with them
- The speaker must be supervised at all times and not left alone with students, unless their Enhanced DBS check has been confirmed

Section E

Please return to the Office Manager	
Yes / No	Member of SLT for approval
Signed:	
Date:	
Additional comments/ information	