



2023-2024

## Hampstead Fine Arts Visiting Speakers Policy

This policy is written with reference to our Child Protection/Safeguarding and Health and Safety Policies. It should be read alongside our Visiting Speakers Risk Assessment form.

The “Prevent” statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*”, DfE, June 2015)

(<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

Outside speakers are cared for in terms of their safety and comfort on site and they are given constant supervision when with the students, as individuals who have not been DBS checked.

### **Choice and invitation of speakers**

Outside speakers are invited into the College to provide talks that are of benefit to students. We have a weekly one-hour ‘Enrichment’ slot for visiting speakers to address the Lower Sixth. These talks cover a wide variety of issues and information: careers, higher education, politics, current affairs and well-being issues such as drugs and nutrition etc. Other visiting speakers occasionally give talks to the students in the lower years, for example on sex education and sexual health or careers and continuing education options, during timetabled PSHE sessions.

Enrichment is a chance to address issues important to British values such as democracy, the rule of law, racism etc and to widen the students’ general knowledge and understanding of the world. Speakers are ‘vetted’ in the sense that they are known to be experts in a particular topic or role, with professional credentials, qualifications or experience. Extensive research, including through the internet, through detailed conversations with the potential speaker and contact with events organisers at other schools, is carried out if the speaker is an individual who is not known to us or is from an unfamiliar organisation. We aim to offer the students a wide range of views.

Speakers from organisations offering information about careers, further and higher education, technical training or apprenticeships are welcome to approach the College at any time to suggest events that might benefit our students. We endeavour to give our students access to a wide range of information of this kind.

Other speakers are often from well-known organisations, businesses, charities or pressure groups. They may be recommended by other schools/colleagues/contacts who know them or know of them and their work. Sometimes invited speakers are known to us as the parents of students or past students here, or they may be friends, relatives or contacts of students or staff. They may also be past students themselves.

The Director of Careers is in close contact with speakers before they come in. If the speaker is less well known to us, the Director will discuss, through emails and/or phone conversations, the content of the talk to be given, to establish that this is suitable and helpful for the students. Guidance will be given on the format, nature and content of the presentation if this seems appropriate and on the nature and expectations of the students. Sometimes it might be appropriate for the talk to take the form of an interview by the Director of Careers who can guide the content and delivery.

Students are given the opportunity in Personal Tutorials to suggest speakers or topics that they would like covered. Every effort is made to try to meet these requests.

### **Visiting speakers on site**

The identity of the speakers is checked on arrival and they will be asked to sign into the visitors' book. They will be told the location of the fire exits and whether a fire drill is planned. If relevant, they will be advised of our Covid precautions such as hand-sanitising, temperature checking, masks and the one-way system. They will wait in Reception until they can be taken to the place where the talk is to be given. They will be given a visitor's lanyard.

The speaker will then be escorted by a member of staff from the Reception area to the location of the talk, usually the Hall. There they will be helped to set up a laptop, Powerpoint etc and given anything else they require.

At no point will the speaker be left alone with students.

The students will be brought into the Hall or classroom with a member of staff present at all times. The talk will be attended by at least one member of staff so that its content, suitability and the response of the students can be monitored at all times. College staff in attendance have the right to stop the talk or change its direction at any time, should it seem to be inappropriate to the needs and age of the students.

At the end of the talk, the speaker will be taken to Reception to sign out and then escorted off the College premises so that, as before, they are supervised at all times.

**September 2023**

**Reviewed by: MP**