



<b>Policy Name</b>	<b>Visiting Speaker Policy</b>
<b>Policy Number</b>	<b>LFTSFQ/0018</b>
<b>Date of Issue</b>	<b>01 November 2020</b>
<b>Reviewed by</b>	<b>Mrs Z Ball</b>
<b>Date of next review</b>	<b>01 November 2021</b>

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## **Appendix 1 Visiting Speaker Request and Agreement**

Addendum – October 2020 – COVID-19

This policy should be read with the following policies:

- Safeguarding Policy
- Keeping Children Safe in Education (DfE)
- Prevent Policy

## **(1) Introduction**

Visitors are welcome to all of the Landau Forte Charitable Trust's Academies and make a contribution to the life and work of the Campus in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the Campus's responsibility, however, to ensure that the security and welfare of its students are not compromised at any time. The Campus is equally responsible to the whole Campus community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children under this Campus's responsibility both during Campus time and in extra-curricular activities which are arranged by the Campus. The ultimate aim is to ensure the students at this Campus enjoy external speakers and extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors (especially visiting speakers) to the Campus which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines.

The Campus is deemed to have control and responsibility for its students anywhere on the Campus site, before, during and after school and on Campus organised (and supervised) off-site activities.

The visitors and visiting speakers policy applies to:

- All teaching and non-teaching staff employed by the Campus
- All external visitors entering the Campus site during the Campus day or after Campus activities (including peripatetic tutors, sport coaches, and topic related visitors and speakers e.g. business people, authors, artists etc.)
- All governors of the Campus
- All parents/carers
- All students
- Education personnel (Peer Reviewers and Inspectors)
- Visiting Contractors

This policy applies to all visitors and visiting speakers invited to a Landau Forte Charitable Trust Academy.

## **(2) Visiting Speakers invited to the Campus**

Permission should be granted by the Principal before any visiting speaker is asked to come into Campus. The Principal and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. The content of material to be used by the visiting speaker should be sent in advance to the Campus:

- All visitors must report to reception first - they must not enter the Campus 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 Visitors Badge which must be on display at all times.

- 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 unless (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the Campus, visitors should leave via reception, sign out and return their identification label to reception.

### **(3) Visitors whose Purpose is to Work with Students in some capacity**

Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or alternatively they may be working with a student on a one to one basis (e.g. Children's services or health professionals).

Staff should ensure the normal procedures with regarding the signing in/out of visitors is followed.

**Any visitor who is not DBS checked must not be alone with students at any point and must always be accompanied by a member of staff. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building.**

If a visitor has DBS clearance they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed in advance. Regular visitors to the Campus must have DBS clearance.

Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

### **(4) Use of External Agencies and Speakers**

At any Landau Forte Charitable Trust 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 who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the Campus's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the Campus curriculum so we need to ensure that this work is of benefit to our students.

All External Agencies and Speakers must read and sign the Visiting Speakers Agreement, (Appendix 1) and the Register of Visiting Speakers must be completed. Our Landau Forte academies will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our Campus values.
- Any messages communicated to students are consistent with the ethos of the Campus 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
- 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

- All materials to be used by visiting speakers are shared with the Campus and should be sent to the Administration Manager in good time before the agreed event (no less than 10 days).
- The Campus can reserve its right to prevent any Visiting speaking event from taking place.

We recognise, however, that the ethos of our Campus 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 or speakers to facilitate and support this.

Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate – without being exposed to extremist or radical thoughts or words.

### (5) Procedure for Requesting a Visiting Speaker on to Campus

See Appendix 1

Who	Action
Requestor (member of staff)	Complete form <b>Visiting Speaker Request and Agreement</b> see Appendix 1 - form also has to be signed by the Visiting Speaker. Forward form to Administration Manager, together with any materials that are being used
Administration Manager	Check details and materials and sign form Complete register
Principal	Final approval
Administration Manager	Store form and all documentation as appropriate on shared drive

### (6) Register of Visiting Speakers

Details of all visiting speakers are entered in the register which records the level of risk the event poses and how this risk is to be minimised. Example register below:

#### EXAMPLE

Register of Visiting Speakers							
Date of event	Visiting Speaker details	Event	Event Leader (staff member)	Google Search completed by/date and outcome	Materials checked by Principal	Materials approved by Principal	Level of Risk

## **(7) Unknown/uninvited Visitors to the Campus**

Any visitor to the Campus site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the Campus site. They should then be escorted to reception to sign in using the Signing in procedure and be issued with an identity label.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal should be informed immediately. The Principal and/or members of the Senior Leadership Team will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the Campus grounds, police assistance will be called for.

## **(8) Governors**

- All Governors have DBS clearance.
- Governors should wear their id lanyard at all times.
- Governors should sign in and out using the Signing in book system
- New Governors will be made aware of the Policy as part of their induction

## Appendix 1

### Visiting Speaker Request and Agreement

At the Landau Forte Charitable Trust Academies, we understand that visiting speakers and external agencies 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:-

- Any messages communicated to students support fundamental British Values and our Campus values.
- Any messages communicated to students are consistent with the ethos of the Campus 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
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Any materials (visual, written and media) to be used during the visit will be shared with the Campus at least ten working days prior to the speaking event.
- Activities are matched to the needs of students
- Visitors will also be accompanied by a member of staff at all times.

The Campus reserves the right to cancel any visiting speaker arrangement at any time. The Campus will keep a register of visiting speakers indicating the level of risk the event poses and how this risk is to be minimised.

Event Leader (member of staff responsible)			
Date of Proposed Visit		Year Group	No. students
Visiting Speaker name			
Visiting Speaker email			
Visiting Speaker tel.no			
Company Name/Address/ Post Code			
Company Website			
Purpose of proposed visit			
Topic(s) to be covered			
Any material to be used should be sent electronically to <a href="mailto:zball@lfatsf.org.uk">zball@lfatsf.org.uk</a> (who will vet and log)			
As a visiting speaker, I agree to comply with the policy of the Landau Forte Charitable Trust			
Signed		Date	
As the member of staff in charge of this event, I agree to comply with the policy of the Landau Forte Academy QEMS and Tamworth Sixth Form			
Signed		Date	
Visitor details checked and logged			
Signed		Date	
As the Principal of Landau Forte Sixth Form/QEMS (or his/her representative), I authorise this Visiting Speaker event to take place and confirm that the Campus has in place arrangements to monitor and vet the content			
Signed		Date	

## **Addendum – October 2020 COVID-19**

### **Visiting Speakers**

The Academy is not allowing visiting speakers on to the Campus during the pandemic and will follow Government guidance in this regard.





<b>Date</b>	<b>01 November 2020</b>
<b>Change Made</b>	<b>Various</b>
<b>Made By</b>	<b>Mrs Z Ball</b>