



Our Lady of the Assumption Catholic Primary School



External Speakers Policy

Our Mission Statement:

'Love One Another As I Have Loved You' (John 13:33-34)

Agreed by Governors on 18th April 2018

Signed:  **Chair of Governors**

Review date: April 2020

Safeguarding Statement:

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents and volunteers to share this commitment.'

Our Vision

As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'

Values and Ethos

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

INTRODUCTION

Our Lady of the Assumption Catholic Primary School welcomes many visitors into the school to support the learning and delivery of a broad and balanced curriculum and to provide enrichment experiences and opportunities for our pupils. Visitors to the school are always valued 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 during any external visit. It is our aim to make sure that our school is protecting pupils and staff, during school time and in extracurricular activities and to ensure that visitors comply with the CES Checklist for Visitors Invited into School. (see Appendix 2)

This Policy should be read with the following policies:

- Safeguarding and Child protection Policy,
- Collective Worship Policy,
- Keeping Children Safe in Education DfE 2016,
- Visitors Leaflet

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 and conforms to child protection guidelines and The Prevent Duty 2015.

External speakers / Visitors

“External speaker”/ “Visitor” is used to describe any individual who is not a pupil or staff member of our school. This includes any individual who is a pupil 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 Our Lady of the Assumption Catholic Primary School, we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals or speakers, to ensure that we do not unwittingly use agencies 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 or individuals to ensure that:

- Any messages communicated to pupils support British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils 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 pupils.

We recognise, however, that the ethos of our school is to encourage pupils 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.

Organising an event/ lesson with an external speaker

Permission should be granted by the Head teacher before any visitor is asked to come into school. The Head Teacher should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit (see appendix 1).

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.

Our Lady of the Assumption Catholic School reserves the right to cancel, prohibit or delay any event with an external speaker 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. It is their responsibility to review the resources and training materials that will be used. It is also the organisers' responsibility to ensure school policies- in particular the Safeguarding Policy - and procedures applicable to the visitor have been explained and understood by them.

Procedure for Organising an Event with an External Speaker

- The organiser will ensure that the visitor has understood and confirmed that their communication in the school will be respectful towards Catholic teaching and not be prejudicial and detrimental to the Catholic Character of the school.
- The organiser will ensure required details required for organising a visit, are collated.
- The organiser will complete the CES Checklist for Visitors Invited into School.
- The organiser will carry out agreed checks on the external speaker.

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:

- 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;

Then the details for the booking will to be sent to the schools' single point of contact /designated safeguarding lead, for further investigation and guidance. The event will not go ahead as planned.

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

Reasons for details to be shared with SPOC 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, the Police, 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 pupils 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 pupils
- a link or links, to any person or group that has, in those Google 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.

Relevant Legislation and Guidance:

- Terrorism Act 2000
- The Education (No. 2) Act 1986 S43
- Education Reform Act 1988 – Academic Freedom
- The Human Rights Act 1998
- Equality Act 2010 (s.10 relates to religion & belief as a protected characteristic)
- Discrimination Law – religion and belief
- Public Order Act 1986 – Violent, Threatening or Abusive Conduct and Speech
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- <https://www.gov.uk/government/publications/keeping-children-safe-in-education>
- Counter Terrorism and Security Act 2015



*Our Lady of the Assumption
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External Speakers Planning Form

Our Mission Statement:

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This form should be completed by any member of staff or pupil wishing to bring an external speaker into school.

Year Group:

Purpose of visit:
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Event details

Name of Speaker / visitor:

Contact Email:

Contact Telephone Number:

Date of Event:

Start time / finish time:

Title of Event:

Planned Event Venue:

Cost:

Additional Speaker details:

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Authorised By: **Date:**

Appendix 2 – I am having trouble getting this appendix into this policy as it password protected by the CES !