



THE DOWNS
MALVERN

Policy	SG01-18	Visiting Speaker Procedure	
Responsible Member of staff	Alex Sigley		
Responsible Governor			
Approved	Sept 2022	Next Review Date	Sept 2023
Last Technical Review	Sept 2022		

This policy is relevant to all sections of the school, EYFS, Pre-Prep and Prep, including Boarding.

The **“Prevent”** statutory guidance requires schools to have clear protocols for ensuring that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are suitable and appropriately supervised. This means even in cases where specific vetting checks are not prescribed by KCSIE September 2022, Part 4.

The Downs Malvern is part of a wider community including Malvern College. Occasionally, we have speakers from our wider community who enrich the children's experience of school, providing information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our pupils is to ensure that the information they receive is aligned to the ethos and values of the school and the identified British values as outlined in documents available from the school and online. In particular, attention is drawn to the School's Policy 03-09a, **Promotion of Fundamental British Values** and the clear statement that “All at The Downs Malvern promote the values and attitudes that will enable children to be successful participants in society in Britain and abroad”.

The Following Procedures Apply:

Vetting

All requests for outside speakers must be discussed with the Headmaster. The Headmaster will request that:

1. A biography of the speaker must be provided with the purpose clearly defined as to the

information the speaker/visitor wishes to communicate. The information must align to the core values and ethos of the school and to the **Promotion of Fundamental British Values**. This must be discussed with the organiser prior to the request being made to the Headmaster.

2. Whenever possible a notice period of no less than one month be made prior to the speaker/visitor's proposed date at school.
3. An organiser for the visitor/speaker is provided who will be the liaison with school.
4. The member of staff organising the event must ascertain that all information communicated by the visitor/speaker must be lawful.
5. An internet search, including social media, be carried out on the speaker/visitor by the member of staff organising the event.

When sufficient information has been collated using the Visiting Speaker Vetting Form (Appendix 1), the Headmaster will be able to make a decision giving permission for the visitor/ speaker to come to The Downs Malvern.

Further Guidelines

School safeguarding procedures apply and visiting speakers should normally have photograph identity from their institution. They will be issued with the Visitors' Safeguarding Leaflet for The Downs Malvern and required to read these guidelines prior to entry into school. They will also be issued with a visitors' badge which they must wear at all times.

Visitors will be accompanied in the buildings at all times.

During The Speech Monitoring

Staff will be present during the visit, including a member of the SLT who is monitoring that the speech aligns with the values and ethos of the school and British values. In the unlikely event that the speech does not meet this requirement, immediate action will be taken by the senior leader to balance the information given.

Post Speech/ Visit Evaluation

The speech/visit is evaluated by the organiser as to whether it met the needs of our students. Should the visit/speaker not meet the needs of our students then this will be clearly communicated to the visiting speaker/ institution by the Headmaster.

Thank you letters are sent by the organiser following the event.

Appendix 1



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Visiting Speaker Vetting Form

Date	
Name of Staff Organiser	
Name of Speaker(s)	
Name of Organisation	
Topic	
Audience	
Internet and Social Media Check Carried Out? Any concerns?	

Organising Staff Member Signature:.....

Headmaster's Signature:.....

Date:.....