



Visiting Speaker Policy and Procedure

Documentation for Regulatory Compliance 7a

Trinity School (hereafter referred to as 'the School') regularly invites speakers from the wider community to present to our students. Our hope is that these speakers will provide our students with information that helps them make informed academic and personal decisions at different stages of their school career, broadens their understanding of national and global issues and provides inspiration through the sharing of a speaker's experiences. Please be aware that this policy relates to speakers who deliver remotely as well as physically.

The school recognises its responsibility to:

- Equip our students with the skills needed to critically assess the educational value of speakers' presentations
- Ensure that the material contained in these presentations is aligned with the fundamental British values of democracy, the rule of law, individual liberty and tolerance of those with different faiths and beliefs.
- Prevent students being exposed to material which may see them being drawn to extremist ideologies and/or terrorism.

The key document informing this policy is *'The Prevent duty - Departmental advice for schools and childcare providers'* (June 2015) and the *Revised Prevent Duty Guidance for England and Wales'* (April 2021) This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

When arranging for a guest speaker to visit the School, the following procedure should be adhered to:

1. The organiser must complete the Visiting Speaker Authorisation form and submit it to Karen Walsh at least two weeks in advance of the visit. The request will be reviewed by the Headmaster or, in his absence, the Senior Deputy Head. The Headmaster's decision will be communicated to the organiser well in advance of the visit.
2. The organiser must brief the visiting speaker(s) on the age range and maturity of the audience they will be addressing
3. The organiser must conduct research on the visiting speaker(s), and the organisation(s) to which he/she/they are affiliated, to establish whether they have demonstrated extreme views/actions.
4. All visiting speakers are to have a nominated point of contact at the School. The point of contact would usually be the organiser of the event but, if the organiser is unable to perform this role, the responsibility will be delegated to another member of staff)
5. Visiting speakers are to provide photo ID upon arrival at the School, the organiser should check this and verify the Speaker's identity.

6. Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
7. In the event that the presentation does not meet with the expectation listed below, staff have the right and responsibility to interrupt and/or stop a presentation. Should the supervising member of staff feel this course of action to be necessary, they will emphasise to the audience that the School supports and promotes the fundamental British values.

Expectations in relation to the content of presentations made by visiting speakers:

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
4. The school takes a strong stance against misogyny as well as adopting an anti-racist position. Visiting speakers who have views contrary to these positions are not permitted to speak at Trinity.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmaster or, in his absence, the Senior Deputy Head.

COVID-19 Guidance for all visitors:

- All contractors/visitors must confirm that they have not had symptoms of a high temperature, a new persistent cough and/or a loss of sense of taste or smell in the last 14 days. If they have they will be asked to leave site.
- All contractors/visitors must confirm if they have been in contact with anyone who has shown symptoms of the Coronavirus in the last 14 days and that they have not been contacted by Track and Trace to request that they self-isolate. If they have, they will be asked to leave site.
- Visitors must leave their contact details to facilitate Track and Trace if required.
- All contractors/visitors must book in at reception and must be aware of:
 - The one-way system.
 - The requirements of social distancing around the site (2m from other people wherever possible).
 - There is a requirement to always wear a face mask when they are in a communal area (an area in which other members of the community may frequent). At Trinity, this includes outside areas.
 - The availability of hand sanitiser on site and the requirement to wash your hands regularly and thoroughly.

- In the case of speakers from companies, their Covid-19 Risk Assessments should be confirmed prior to their arrival.
- If a visitor develops symptoms whilst on site, they must:
 - Inform the member of school staff that is responsible for them.
 - Leave school site immediately.
 - They are encouraged to update the school on the results of any test for its own Track and Trace procedures.

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