

# OLDHAM HULME GRAMMAR SCHOOL

## VISITING SPEAKERS PROTOCOL POLICY

*This protocol is applicable from EYFS through to Year 13*

### Introduction

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 that even in cases where specific vetting checks are not prescribed by KCSIE for example, if speakers will not be left alone with pupils, school must take action to ensure that they are suitable. (The precise action is not prescribed although an **internet search**, for example, may sometimes be more instructive than formal vetting checks).

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 our promotion of fundamental British values as outlined in the school's Promoting Fundamental British Values policy.

When inviting speakers, staff assess the educational value and age appropriateness of the material being delivered.

### Permission for a Visit

- The member of staff organising the speaker should check that the work of the agency or visitor is known to them and is considered suitable. An internet search and/or informal reference should be taken wherever possible or practicable.
- All requests for outside speakers must be discussed with the Principal, Deputy Principal, Head of Prep or Deputy Head of Prep who is a designated person.
- Ideally, a biography of the speaker must be provided with the purpose of the talk clearly defined. The information must align to the core values and ethos of the school and to fundamental British values.
- Whenever possible a notice period of no less than one month be made prior to the speaker/visitor's proposed date at school.
- The member of staff organising the event must ascertain that all information communicated by the visitor/speaker must be lawful. When sufficient information has been collated the Principal / Deputy Principal, Head of Prep and Deputy Head of Prep will be able to make a decision giving permission for the visitor/ speaker to come to Oldham Hulme Grammar School.

### Preparation for a Visit

- The date, time and duration of the session should be confirmed with the visiting speaker.
- For subject specific talks, the speaker's visit should be part of an integrated teaching programme **where possible**, with appropriate planning, preparatory work and follow-up work.
- There should be clear guidelines provided by the organiser for the content of the speaker's input and these should be used to inform the planning of the visit as well as any preparatory or follow-up work to be done. The **Guidelines for Visiting Speakers** should be sent to / discussed with the visiting speaker by the organiser.
- The speaker and the organising member of staff should agree and plan for a teacher to be present throughout the visit so he/she is able to deal with any follow up questions or concerns.
- Arrangements must be recorded in the school diary along with contact details should the visit need to be cancelled for any reason.
- Visiting speakers should indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches of the session.
- The visiting speaker should be clear about the boundaries of the talk and to admit that certain areas may not be their remit or area of expertise. Visitors in school should give clear, accurate and age-appropriate information, with professional boundaries to the pupils.

- The visitor needs to understand the emotional and intellectual levels of the children or young people involved and to be able to communicate at the appropriate level.
- It should be discussed what resources and equipment will be supplied by the school/speaker.

#### **During a Visit**

- The visitor should be instructed to present themselves at Reception where they will sign in. They will need proof of identity with them which will be checked by a member of staff.
- They should be met at Reception by the member of staff who has organised the visit or an appropriate member of SLT or SSMT.
- They must be accompanied at all times by a member of Oldham Hulme Grammar School staff.
- The school's safeguarding procedures apply. They will be issued with the **Visitors' Safeguarding Leaflet for Oldham Hulme Grammar School** 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 are issued with an orange lanyard if they are not DBS cleared and with a black lanyard if they have produced their DBS number. Visitors with an orange lanyard are accompanied at all times.
- During the speech staff will be present to monitor that the speech aligns with the values and ethos of the school and fundamental British values. In the unlikely event that the speech does not meet this requirement, immediate action will be taken by the staff member supervising the visit to balance the information given.
- At the end of their visit, they should sign out at reception.

#### **After a Visit**

- Post speech/ visit evaluation. The speech/visit should be evaluated by the member of staff who organised it 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 Principal.

**Protocol for Visiting Speakers Reviewed: January 2023**

**Next Review Due: January 2024**

# **Oldham Hulme Grammar School**

## **Guidelines for Visiting Speakers**

We are very grateful to have a range of visiting speakers coming to Oldham Hulme Grammar School to share their thoughts, ideas and experiences with our pupils. We welcome people of all backgrounds, ethnicities, beliefs and experiences and we look forward to hearing what you have to share with our pupils. We would draw your attention to the following guidelines for all visiting speakers:

- Please be aware that as a school we actively promote fundamental British values, which include: democracy, the rule of law, individual liberty and mutual respect and a tolerance of those with different faiths and beliefs. No talks delivered at Oldham Hulme Grammar School should undermine these values.
- Please understand that Oldham Hulme Grammar School does not offer a platform for individuals who might espouse racist, homophobic, transphobic sexist, ageist or extremist views or anyone who might be trying to incite young people to violence or extremism of any form.
- Oldham Hulme Grammar School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

## Safeguarding for Visitors

Oldham Hulme Grammar School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By signing in and out of the signing in system(s) you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

**Visitors must be accompanied at all times by a member of the school staff.**

**If you have ANY concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:**

- Discuss your concerns without delay with the Designated Safeguarding Lead – the Deputy Principal (Mr John Budding) or one of the Deputy Designated Safeguarding Leads – Mrs Zoey Ward, Mrs Alanya Thorpe and Miss Kayleigh Evans, Mr Andrew Marshall, Miss Stephanie Cosgrove, Mr A Oulton, Mrs Arwa Berry, Miss Laura Lavin, Mr Nathan Buckley, Mr Richard Hobson-Williams and Mrs Kim Gresty.
- Remember it is important to share your concerns even if you are unsure.
- Anyone can make a referral to the Oldham Multi-Agency Safeguarding Hub (Tel: 0161 770 3790)
- The Local Authority Designated Officer (L.A.D.O.) for Managing Allegations Against Staff is Colette Morris and can be contacted on 0161 770 8870.

**Guidance to an adult receiving disclosure from a pupil about alleged abuse**

- A child is likely to make a disclosure to someone they trust. This could be anyone on the school staff.
- Listen carefully. Take the pupil seriously and show sympathy and understanding. Do not be judgmental about his/her story.
- Reassure him/her that he/she is not to blame for any abuse that he/she may have experienced.
- Affirm the pupil's feelings as expressed; do not tell him/her how he/she should feel.
- Avoid persistent questioning and avoid silencing him/her by indications of disbelief.
- Do not confuse taking what he/she has said seriously with believing what he/she has said.
- Do not guarantee confidentiality. Explain that you will have to speak to the DSL or a DDSL.
- Make a record of the disclosure. Best practice is to wait until the end of the disclosure and write up a full summary. Staff members should devote their full attention to the child. If making notes during the disclosure, it is important to remain engaged with the child and not be distracted by the note taking. It is essential that a written record is made.
- Only record the facts as the child presents them. The notes should not reflect the personal opinion of the note maker.

The responsibility of the adult to whom a disclosure about alleged abuse is made is to observe, record and report to the designated person. Nothing more is required.

It is the responsibility of those carrying out an investigation (police, social services) to question and to assess the evidence which will be tested later by trained professionals.

**Remember:**

- Provide a positive role model to young people.
- Dress appropriately ensuring your clothing is not likely to be viewed as offensive or inappropriate.
- Treat all members of the school's community with respect and tolerance.
- Work with children so that you are visible by a member of the school staff.
- Respect a child's privacy, confidentiality and dignity.
- Always make sure you are able to justify any physical contact you have with a young person.

- Always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions.

**Do Not:**

- Photograph a child without the school's permission.
- Use your personal mobile phone in areas used by young people.
- Ignore inappropriate behaviours towards children either by other children or adults.
- Share personal details with a child.
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home.
- Discuss the school, children or adults working within the school on social media.
- Make inappropriate comments to a child including racist, homophobic, transphobic, sexist or sexualised comments.
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment.

**In the case of a fire, follow the following procedures:**

- Evacuate the building immediately following the exit signs. Proceed to the assembly point and report to the member of staff you have been visiting.
- If you discover a fire there should be no delay in ringing 999 and requesting fire and police.

**If a child or member of staff needs emergency treatment or first aid:**

- There should be no delay in ringing 999 and requesting an ambulance.