



REIGATE GRAMMAR SCHOOL

Visiting Speaker Procedure

ISI Code:	Visiting Speaker Procedure
Policy Author:	Sarah Arthur, Deputy Head
Date Reviewed:	June 2023
Next Review Due:	June 2025
Date Approved by Governing Body:	19 June 2023
Next Review by Governing Body Due:	June 2025

Introduction

Reigate Grammar School has regard for their duty “to prevent people from being drawn into terrorism”¹ and that this duty needs to be at the forefront when inviting visiting speakers to the school, or indeed when encouraging pupils to attend lectures or events arranged externally.

Preventing political indoctrination of pupils

“RGS does not seek to prevent pupils from learning about political views or discussing political issues in school. On the contrary, this is an important part of pupils’ development towards becoming independent thinkers with clear awareness of their place in society. However, we have a duty to seek to prevent negative outcomes through any one-sided discussion of political or social viewpoints.

Accordingly, we ensure that we do not encourage pupils to support particular political viewpoints through our teaching of the curriculum. Where a particular political viewpoint is represented, we take all reasonably practicable steps to ensure that pupils are offered a balanced presentation of opposing views. Examples of this can be found in the curriculum for subjects such as History, Politics and T&P, as well as in extra-curricular activities such as Model United Nations, Politics talks and in assemblies.”

(taken from the RGS Policy for the Spiritual, Moral, Social and Cultural development of pupils, including the active promotion of Fundamental British Values)

We encourage students to broaden their learning perspectives by attending regional lectures and events accompanied by staff and by participating in talks delivered by invited speakers and guests. The latter are arranged by colleagues and often involve repeat visitors, former students, parents, professional acquaintances and those seen at various events. Visiting speakers are considered for suitability in accordance with the Prevent Duty.

Procedures

If a member of staff wishes to arrange a visiting speaker, including an online speaker, then this procedure must be followed. If at any point a member of staff has concerns about the suitability of the speaker, then they must raise this with the DSL.

The procedure for inviting in a guest who has been checked for suitability is:

Information gathering which should be recorded on the proforma below:

- Appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented
- An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

Once the suitability of the speaker has been established:

- Confirm a date with Assistant Head i/c Calendar
- Inform reception of details and copy in Human Resources so that ID badges can be issued; these must be worn at all times by visitors who can be distinguished by red lanyards
- Visiting Speaker form to be left with reception staff for completion on date of visit
- ID check should be conducted on arrival at reception and the speaker should be given the Safeguarding Leaflet to read.
- Guests are accompanied at all times by a member of RGS staff and are never alone with any students

Once the form has been completed it should be returned to the Head of Human Resources. Any concerns regarding suitability should be discussed with one of the DSLs before confirming the speaker.

¹ KCSIE

Checklist to be completed **before finalising the booking for a visiting speaker** and for visits to lectures, workshops and events

Name of speaker:	Date of proposed visit:
Member of staff responsible for arranging the visit:	Event/purpose of visit:
Suitability check (this might include printed outcomes of an internet search that details membership or affiliation of any organisations for example), or prior knowledge about the speaker):	
Assessment of risk:	
Member of staff who completed the suitability check:	Date check completed:

To be completed by RGS Reception:

ID Check (Tick as appropriate)	Photographic ID
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Name of member of staff checking ID:

Signature:

Once the form has been completed it should be returned to the Head of Human Resources. Any concerns regarding suitability should be discussed with one of the DSLs before confirming the speaker.