



2022- 223: Outside Speakers visiting Repton School

1 Statement of Intent

Repton School often invites speakers to give talks to enrich our pupils' experience of school, providing them with 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 students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the organiser).
- Requesting the visiting speaker to complete the Visiting Speaker at Repton School – Procedure for Staff and Visiting Speakers, which provides a checklist for staff and asks visitors to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (attached to the form).
- The organiser to conduct research on the person/organisation to establish whether they represent a potential safeguarding risk (including extremism).
- Refusal to allow people/organisations to use school premises if they represent a safeguarding risk (including having links to extremist groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.
- Visitors to provide photo ID upon arrival at School and to be provided with a Visitor Badge / Lanyard.
- Visitors are asked to sign the Visitors' Book.
- Visitors are asked to read the information in the School Reception (The Lodge) concerning Safeguarding and Health and Safety.
- Visiting speakers are to be accompanied at all times by a member of staff and not left unsupervised with pupils at any point.

Sally Lees (SJL) – Designated Safeguarding Lead
September 2022

2 Visiting Speaker – Safeguarding Guidelines

Repton School is an open and welcoming community. We encourage parents and other adults to help the school community in a variety of ways. These guidelines set out the Repton School policy, to help ensure that our pupils are provided with the best possible security and safeguarding.

All staff at Repton School work together to ensure that pupils are kept safe and operate in an environment where they can flourish in their academic and extra-curricular lives. Staff know the importance of identifying pupils who are suffering or likely to suffer significant harm, as well as the requirement to take appropriate action with the aim of making sure they are kept safe both at home and at school.

For pupil safety, all unaccompanied volunteer helpers are required to have appropriate clearance (DBS) before they work in the school.

Visiting speakers who do not have an enhanced DSBS for Repton School may not be left in sole-charge of a group of pupils. The Headmaster has the authority not to accept the help of volunteers or allow entry to visitors if he believes it will not be in the best interests of the pupils.

On arrival, visitors will be asked to produce ID if they are not known to the school. This applies to any outside provider. Also, pupils that undertake training at our school must be accompanied by their member of staff at all times.

Sally Lees (Designated Safeguarding Lead)

3 Procedure for Visiting Speakers

- Sign the Visitors' Book in the School Lodge. This keeps a record of each visitor, the purpose of the visit, the time of arrival and departure.
- Visitors will be issued with, and are required to wear, a visitor Badge / Lanyard.
- Visitors should be escorted by a member of staff to their venue or wait in the Lodge to meet the member of staff they are visiting.
- The Lodge staff or nominated member of staff will brief the visitor with clear safeguarding, Covid safety and fire safety precautions.
- In the event of an emergency that requires buildings to be evacuated, visitors must take the lead of their School contact and assemble at the designated place, which is displayed in each room. Designated staff (the organiser) will be mindful of visitors to ensure that they are safely evacuated.
- Visitors are to sign-out at the office when leaving the School site and hand in their Visitor Badge / Lanyard.
- The content of any lecture and the identity of the speaker must be provided in advance of the visit to the organiser. Prior to the event, the organiser should liaise closely with the DSL to be certain that safeguarding matters have been fully considered and all reasonable measures taken to safeguard members of the school community.

Checklist

- Content of lecture checked YES NO
- ID of the Speaker verified YES NO
- A google search YES NO Known to Staff
- Advise School Lodge of the visit YES NO

Staff Signature Date.....

Nature of Visit

4 Repton Visiting Speaker Information

Child Protection and Safeguarding for Visiting Speakers

- The safety and welfare of our pupils is our highest priority.
- All visitors should be aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns.
- As a result of your knowledge, position and/or the authority invested in your role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff, visiting adult and a pupil cannot be a relationship between equals.
- Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.
- Immediately inform SJL (DSL) or THN (Deputy DSL) or the Headmaster if you have concerns.

5 Key Contact Details:

Designated Safeguarding Lead (DSL) – Sally Lees
(SLees@repton.org.uk)

Deputy DSL – Tom Naylor
(TNaylor@repton.org.uk)

Repton School – Main Reception (The Lodge) - call 01283 559 200

6 Repton Visiting Speaker Agreement

Procedure

- Sign the Visitors' Book at The School Lodge or via the Lead member of staff
- Visitors will be issued with and are required to wear a Visitor Badge / Lanyard
- Visitors are to be escorted by a member of staff to their venue and around the site
- The School Lodge staff or the nominated member of staff will brief the visitor with clear safeguarding and covid and fire safety precautions
- In the event of an emergency, visitors must take the lead of their School contact
- Visitors are to sign out at the office / or with the member of staff when leaving the School site and hand in their Visitor Badge / Lanyard.

Communication, Ethos of the School and British Values

- Any messages communicated to pupils support fundamental 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 students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded into the curriculum and clearly mapped to schemes of work
- Activities are matched to the needs of pupils.
- Any communication between pupils and visitors must be supervised and monitored by a member of staff.
- Email addresses or social media information should not be communicated to pupils either verbally or via a presentation. Any individual communication should be via the member of staff organising the visiting speaker.

Visitor Signature

Date.....

Sally Lees (Designated Safeguarding Lead, Repton School)
slees@repton.org.uk
September 2022