



Birchfield Independent Girls School

POLICY FOR VETTING EXTERNAL SPEAKERS

Introduction - Vetting Procedure

At Birchfield Independent Girls School, the following vetting procedures are implemented to ensure the safety and security of all students, staff, volunteers and visitors. These procedures have been carefully designed to ensure school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

Specific guidance for members of staff organising external speakers:

The following procedures will be followed by all school staff involved in organising visits from external speakers:

- Prior to the visit, we will discuss with the external speaker how their session will add value to the pupils' learning experience.
- We ensure the external speaker's learning outcomes complement school's planned programmes or schemes of work and are in line with school policies.
- We are confident that the external speaker has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- We discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- We inform each external speaker of all information to ensure the inclusion of all pupils. This may include the age, background, ethnicity, culture and special education needs (if applicable).
- We provide each external speaker with a named school contact.
- We ensure the activity meets Health and Safety guidelines. If appropriate we carry out a risk assessment of the activity/session.
- Our staff ensure that such visitors are aware of our school's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments.
- Our staff inform the relevant school staff of the intended visit and remit of the visitor, e.g. head teacher, office staff.
- We organise, meet and greet arrangements and classroom/assembly layout.
- We ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- We ensure the students are given time to reflect on what they have learned.

- The external visitor is not left unattended and is supervised at all times by a core member of staff

Checks undertaken by senior staff (Mrs Z. Hussain) for external speakers:

1. The head teacher's permission is sought before inviting any external speakers into school.
2. A member of the senior leadership team / head teacher complete the 'Pre-visit Checks and Record of External Speakers Form' form and provide the head teacher with a copy prior to the external speakers visit.
3. The admin keep a record of a valid DBS check of the external speaker if they are an individual. Where an external speaker is representing an organisation, then a letter must be sent by the organisation clearly stating that the external speaker has been fully vetted according to the DfE Keeping Children safe in Education 2019 guidelines.
4. The evidence of this will be kept in the schools risk assessment folder. Where the external speaker does not have a valid DBS check, then the school will carry out an internal risk assessment of the speaker to include internet based checks, reference checks including record of any verbal references obtained. These checks must be recorded on the 'Pre-visit Checks and Record of External Speakers Form'.
5. During the arrival of the visitor, they will sign the vetting form.
6. Once cleared the external speaker will be given a visitors badge but will not be left unsupervised during their duration at the school. The external speaker signs in and out as part of the schools usual practice.

Appendix



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PRE-VISIT CHECKS AND RECORD OF EXTERNAL SPEAKERS

Name/ Organisation/ Agency	Checks (Ofsted/Prevent/ Google/N/A)	Date of Attendance	Vetting Form Filled (Y/N)	Date of Check

This document was produced March 2019 and is due to be reviewed March 2020.

Signed (Chair)..... Date.....

Print Name..... Date of next review.....

Head Teacher.....



Birchfield Independent Girls School

REQUEST FORM FOR AN EXTERNAL SPEAKER OR VISITOR

It is the duty of the event organiser to ensure that all external speakers and external visitors are invited in line with procedures as set out in the “Visitors Policy”.

1. Full name of the event organiser:

2. What is the title of the event?

3. What is the date and time of this event?

4. Please clarify what the role of the external speaker or external visitor is at this event? For example are they attending in their capacity as a preacher, a political speaker, an expert on the topic to be discussed, in another capacity? *Please be as specific as possible.*

5. Why is the external speaker or external visitor attending this event?

6. What topics will the external speaker or external visitor cover in any speech?

7. Is permission sought for information or merchandise to be distributed? If so please specify what are these materials?

8. Is permission sought for a collection to be taken up? If so please specify the cause:

9. Declaration of event organiser

As the event organiser I confirm I have briefed the external speaker/ external visitor on the School Visitors Policy on events and meetings and this guidance for external speakers and external visitors.

As the event organiser I understand that any proposal that an external speaker or external visitor visiting Birchfield Independent Girls School **must be submitted in writing, to the School at least 10 working days** before any proposed event. I fully understand that if I make such a proposal after this deadline then the School may automatically refuse permission to extend an invitation.

I understand that events may only be booked by individual member of staff.

Full name of event organiser (IN CAPITALS):

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I confirm I am a current member of staff YES/NO delete as applicable.

Signature of event organiser:	Date:
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11. Declaration of external visitor/ external speaker

As an external visitor/ external speaker I confirm I have been briefed by the event organiser on the School Visitors' policy and that I agree to abide by the policies outlined in the Visitors policy.

Full name of external speaker or external visitor (IN CAPITALS):

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Signature of external speaker or external visitor:

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Date: _____

Returning this document

The event organiser must return signed document to the Head Teacher Mrs Rehana Mogra or Senior Staff Mrs Zenab Hussain.