



SSMJ POLICY FOR

External Visitors

Following the example of Jesus, together we learn, love and respect one another to be the best we can be.

Written by Zoe Mabbott (DSL) & Approved by FGB May 2022

Reviewed and updated by Katrina Harkin March 2024

Date policy agreed – March 2024

Date to be reviewed – March 2027 (or as required)

“Following the example of Jesus, together we learn, love and respect one another to be the best we can be,”

At St Michael & St John’s RC Primary School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of Lady of the Valley, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person’s unique value is recognised and nurtured so that, through God’s grace we can grow, learn and realise our full potential.

We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Aim

St Michael and St John’s RC Primary School has an expectation that we will follow set guidelines when inviting a visiting speaker into school.

“Specified authorities will need to have robust safeguarding policies in place to identify children at risk... These policies should set out clear protocols for ensuring that any visiting speakers-whether invited by staff or children-are suitable and appropriately supervised”.

(Prevent Duty Guidance in England and Wales HM Government July 2015)

Procedures:

These are the procedures St Michael and St John’s RC Primary School will follow before, during and after any visiting speaker is admitted to our school:

- In the first instance, we need to have a clear understanding of the purpose of the visit and this must have approval from Z Mabbott, Head Teacher or a member of the SLT.
- A list of appropriate checks on the suitability of the person, (if necessary involving internet searches/contacting other schools the person may have visited)

- A document for the speaker to read and sign (Appendix A) to ensure they fully understand our school's equality commitments and that they will at no time make any statements which may cause offence, undermine tolerance of other faiths or beliefs; not use any extremist material at least 7 days before the presentation takes place. This can take place over the telephone, zoom or in person.
- There will be an expectation that the speaker will discuss with staff, the content of their presentation before the day on which the presentation is to take place and any adjustments will be made.
- Any talks will not be used to raise funds for the speaker without prior permission from the Headteacher.
- Visiting speakers must arrive in good time for their presentation and present suitable identification ie DBS etc.
- Visitors must be supervised at all times and not left alone with pupils unless they have a confirmed DBS check. See Visitor Policy.
- Visiting speakers must understand that should the content of their presentation become unsuitable, that their presentation will be brought to an early conclusion.
- All information regarding the visiting speaker and any checks made will be recorded on Appendix A at time of booking visit.
- Following the presentation, an evaluation form should be completed (Appendix B) to include staff feedback, any areas of concern regarding subject or comments, and whether the visiting speaker should be booked again in future. If a visiting speaker is to return, further checks should be proportionate.

CHECKLIST FOR EXTERNAL SPEAKERS / ORGANISATIONS INVITED TO SCHOOLS

In this checklist '**School(s)**' means all Catholic school(s). For the avoidance of doubt this includes:

- Catholic voluntary aided schools;
- Catholic independent schools (including Catholic academies);
- Catholic sixth form colleges; and
- Catholic non-maintained special schools.¹

As an integral part of its educational vision for the holistic formation of children and young people, the Catholic Church expects Catholic schools to promote and uphold high standards throughout their activities and this includes visits from external speakers.

All external speakers invited to schools should be of the highest quality and school leaders are responsible for ensuring that they have enough information about the content to be delivered by any external speaker to enable them to determine whether the content will be pitched at the right level for the age and level of maturity of the children and young people to whom the external speakers will present. All schools should have clear policies for the booking of external speakers which includes sign-off of the booking at an appropriately senior level and compliance with safeguarding checks.

Schools should also be mindful of the DfE guidance on "political impartiality in schools" which can be found by following this link:

[Political impartiality in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This checklist should be completed *prior* to welcoming (and establishing collaborative relationships with) external speakers (and any organisation they represent) to ensure that the Catholic character of your school is preserved and developed in the external speaker's communications with pupils and parents and carers.

Visiting speaker form-Appendix A

(This form should be completed and returned to Headteacher or member of SLT by visit organizer, for approval at least 7 days before it is due to take place)

Name of school organizer:

¹ For the avoidance of doubt, the CES advises that the DfE guidance and this checklist should be followed by all of the specified educational settings listed above. This is the case, even where the DfE guidance does not apply to the setting type.

Name of visiting speaker:

Organisation:

Organisation address:

Telephone number:

Email address:

Date and time of visit:

Please explain below:

- Reason visiting speaker is coming into school

- Topic/s to be covered (copy of visiting speakers intended presentation should be attached)

- Intended outcome

Has a variety of appropriate checks on the suitability of the person (may include internet searches and/or contacting previous venues where visiting speaker has attended been carried out?

Please list any searches below

-

-

The visiting speaker has declared that they fully understand the need to abide by the equality commitments of St Michael and St John’s RC Primary School: that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs: and there must be no extremist material. Y/N

Name of Speaker		
Question	Answer	Actions needed/Comment
<p>1. Will the Speaker be supervised at all times during their visit?</p> <p>If not, why not?</p>	<p>yes <input type="checkbox"/></p> <p>no <input type="checkbox"/></p> <p>further comment <input type="checkbox"/></p>	
<p>2. Have you carried out safeguarding checks (if appropriate) for the Speaker and have these been recorded in accordance with the school’s safeguarding procedures?</p>	<p>yes <input type="checkbox"/></p> <p>no <input type="checkbox"/></p> <p>further comment <input type="checkbox"/></p>	
<p>3. Has the Speaker understood and confirmed that their communications in the school will:</p> <ul style="list-style-type: none"> • be respectful towards Catholic teachings; • not be prejudicial or detrimental to the Catholic character of the school; • not engage pupils in political activity; • not cover certain partisan political views which are not deemed relevant or appropriate (provide details if applicable); • be delivered in accordance with the requirements set out in the DfE’s guidance on political impartiality in schools (if appropriate). 	<p>yes <input type="checkbox"/></p> <p>no <input type="checkbox"/></p> <p>further comment <input type="checkbox"/></p>	

4. Have you reviewed the resources/materials that will be used by the Speaker?	yes <input type="checkbox"/> no <input type="checkbox"/> further comment <input type="checkbox"/>	
5. Have you reviewed other resources produced by the Speaker (and by any organisation the speaker represents) even if they will not form part of the speaker's activities at the school?	yes <input type="checkbox"/> no <input type="checkbox"/> further comment <input type="checkbox"/>	
6. Have you conducted a general internet search using the Speaker's name (e.g. a google search)? If parents or children and young people conducted a similar search are any concerns likely to arise?	yes <input type="checkbox"/> no <input type="checkbox"/> further comment <input type="checkbox"/>	
7. Can you confirm that the political views espoused by the speaker/speaker's organisation are in compliance with British values and do not involve taking an extreme political position?	yes <input type="checkbox"/> no <input type="checkbox"/> further comment <input type="checkbox"/>	
8. Have school policies and procedures applicable to the speaker been explained to and understood by the Speaker?	yes <input type="checkbox"/> no <input type="checkbox"/> further comment <input type="checkbox"/>	
9. Are there any other outstanding issues or concerns with the Speaker and/or their suitability?	yes <input type="checkbox"/> no <input type="checkbox"/> further comment <input type="checkbox"/>	
10. Will the Speaker deliver content of a high quality that is appropriate to the age and maturity of the children or young people in the audience?	yes <input type="checkbox"/> no <input type="checkbox"/> further comment <input type="checkbox"/>	

If you have any concerns regarding the suitability of this Speaker, you should contact your Diocese to seek further clarification.

Signed _____

Position _____

Dated _____

Approved for booking

Senior Staff Member Name _____

Position _____

Dated _____

Evaluation of External Visitors

Name of school organizer:

Name of visiting speaker:

Organisation:

Organisation address:

Telephone number:

Email address:

Date and time of visit:

1. Were the intended outcomes met? How do you know? What impact have you seen?
2. What worked well with the visit?
3. What would you change/amend on the next visit?
4. Please note down any comments from the children about the visit (pupil voice)
5. Would you book this external visitor again?