SUTTON VALENCE SCHOOL
SINCE 1576

Outside Speakers and Protocol Policy

(Prep School and Senior School)

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This Policy applies to Sutton Valence School (including as the context requires, the Nursery, the Prep School and the Senior School).

Outside Speakers Protocol and Policy

This policy applies to all sections of the School; EYFS, Senior day and boarding, and Prep. It is written with regards to ISI Regulatory Requirements (Effective from February 2016 but updated in September 2020 and the new Inspection Framework effective from September 2023), Part 2 Spiritual Moral Social and Cultural Development of Pupils, para 5 and the latest versions of KCSIE (Sept 2024) and the Boarding NMS (2022).

Similarly, the 'Prevent' statutory guidance requires schools to have clear protocols for ensuring that all 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 September 2024 Part 3, for example, if speakers will not be left alone with pupils, schools 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 beyond the confines of the School 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.

This policy reflects the determination of the School's Leadership team to promote the wellbeing of all pupils through taking a strategic, comprehensive and inclusive approach to identifying and managing the risk of harm to pupils' wellbeing. In this case it is our responsibility to ensure that the information they receive is aligned to the ethos and values of the School and the identified British values as outlined in documents available from the School and online.

The following protocols apply:

All requests for outside speakers must be discussed with the appropriate manager. This manager will request:

1. A biography of the speaker must be provided with the purpose clearly defined as to the information the speaker or visitor wishes to communicate. The information must align to the core values and ethos of the School and to British values;

2. Whenever possible, a notice period of no less than one month be made prior to the speaker or visitor's proposed date at School;

3. An organiser for the visitor or speaker is provided who will be the liaison with School;

4. The member of staff organising the event must ascertain that all information communicated by the visitor or speaker must be lawful.

When sufficient information has been collated, the manager will be able to make a decision giving permission for the visitor or speaker to come to the School.

Further guidelines

School safeguarding procedures apply and visiting speakers should normally have photograph identity from their institution. They need to sign in at Reception upon arrival, where they will also be issued with a visitor's badge, which they must wear at all times.

Visitors will be accompanied in the buildings at all times.

During the speech monitoring

Staff will be present during the visit and they will monitor that the speech aligns with the values and ethos of the School and British values. In the unlikely event that the speech does not meet this requirement, appropriate action will be taken by the organiser to balance the information given.

Post speech or visit evaluation

The speech or visit is evaluated by the organiser as to whether it met the needs of our pupils. Should the visit or speaker not meet the needs of our pupils then this will be clearly communicated to the visiting speaker or their institution by the appropriate manager. A record of all visiting speaker visits is maintained by the Bursar.