



DISCOVERY MULTI ACADEMY TRUST

Visiting Speakers' Policy

The MAT pays full regard to current DfE guidance Keeping Children Safe in Education 2016 and The Prevent Duty (2016). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Together with the MAT's Safeguarding Policy this document provides information on the procedures that are followed when visiting speakers come to each academy.

The following actions are undertaken:

- Any visiting speaker invited by the school needs approval by the Head of School. For this process a clear understanding must be had as to why this speaker has been chosen, what they will discuss with the children and whether safeguarding checks have been made.
- A visitor's request form should be completed by the member of staff as soon as possible and provided to the Head of School, which will contain information about the content of the presentation.
- On arrival the Visitor will be asked for ID which includes a valid DBS. All visitors are requested to read our safeguarding notice and Section 1 of 'Keeping children safe in Education 2016'. If there is not a valid DBS then the visitor must be accompanied at all times.
- If there are any concerns about what a visitor has said or done, during their time in school, then these should be passed on to the Head of School immediately.

Visiting Speakers Request form/Checklist

Name of class teacher organising the speaker: _____

Name of speaker coming in: _____

Topic/Event it is linked to/Year Group: _____

What they are going to discuss: _____

Discussed the visitor with the Head of School: Yes/No

Visitor name: _____ Company: _____

Address: _____

DBS Number: _____

Visitor approved by the Head of School: Yes/No

Name Head of School

Signed

On arrival at the school, ID must be shown to the office, as well as the DBS (if needed) and the safeguarding guidance notes (at the office) and Section 1 of 'Keeping children safe in Education 2016' are read.

Any concerns about what the visitor has said or done, during their time at school, must be reported to the Head of School immediately.