

External Speaker/Visitor

2024 POLICY

C Continually strive
for excellence

A Act with integrity
and be respectful
at all times

R Responsive and
flexible to learner
and employer needs

E Encourage and
support high
aspirations

External Speaker/Visitor Policy

Heart of England Training Ltd welcomes external speakers/visitors to participate in workshops that support our approach to a broad and balanced programme throughout the year. This policy supports our commitment to protect the security and welfare of learners and staff and to conform to child protection guidelines and the 'Prevent Duty 2015'.

Definition

'External speakers/visitors' is used to describe any individual who is not a learner or employee of Heart of England Training and who is participating in an organised session as part of the 'Personal Development, Behaviour and Welfare' curriculum. This is designed to enrich the experiences of learners and support their needs.

It is recognised that learners are encouraged to understand opposing views and ideologies and to be able to actively engage in informed debate, and external agencies/speakers may be used to facilitate and support this.

Heart of England Training will make every effort to assess the suitability and effectiveness of the individual/agency to ensure that:

- ✓ Any messages communicated to learners support British Values and the company values
- ✓ Any messages communicated to learners are consistent with the ethos of the company and do not marginalise any communities, groups or individuals
- ✓ Any messages communicated to learners do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other beliefs and ideologies and must not incite hatred, violence or call for the breaking of the law
- ✓ Activities are properly embedded in the programme and clearly mapped to schemes of work to avoid contradictory messages or duplication
- ✓ Activities are matched to the needs of the learners

Aims

Permission should be granted from the safeguarding lead before any speaker/visitor is asked to participate in a workshop. The safeguarding lead should be given a clear explanation of the relevance and purpose of the session and intended date and time for the visit. The organiser must involve the centre manager in these arrangements as they are responsible for any activities that take place at their location. Speakers/visitors must be supervised by a member of staff at all times during their

visit and they may be requested to modify the content or bring the session to a close if concerns are identified.

Any proposed visit must be requested a minimum of 10 working days before the date of the workshop where practicable. Events cannot be confirmed with the speaker/visitor until clearance through this procedure is received and that they are made aware of their responsibilities in line with the company's safeguarding, equality, diversity and inclusion and anti-radicalisation policies.

The organiser must confirm the following details to the safeguarding lead: -

- Brief description and content of the event
- The exact purpose of the visit
- Name and contact details of the speaker/visitor
- Start and end time of the event
- Brief biography of the speaker/visitor
- Copies of relevant certificates to include DBS if available
- That the speaker/visitor has been notified of this and other relevant policies

Failure to disclose the full details of an external speaker/visitor may result in cancellation.

Procedure

- The organiser will notify the external speaker/visitor of the policy prior to confirmation of the event
- The organiser will collate and send all necessary details to the safeguarding lead for checking
- The safeguarding lead will carry out check and notify organiser of the outcome
- The safeguarding lead will hold a 'risk register' of all checks conducted
- The safeguarding lead will report any relevant concerns to the authorities
- The organiser will confirm the outcome with the centre manager and agree details of the event and staff supervision
- The centre manager will notify learners of the proposed event and content with an 'opt out' option where agreed
- The centre manager will evaluate learner feedback following the event to inform future planning with the safeguarding leads
- Regular speakers/visitors will have a minimum annual check

Research

The safeguarding lead will carry out a desk-top check on the external speaker/visitor to include an 'open source' check, searching the speaker and any organisation they are affiliated with on a suitable search engine and look at the first three pages of results. The research is repeated with 'controversy' added to the search terms.

Subject to no concerns being identified, the safeguarding lead will confirm approval for the event to the organiser. Any concerns identified by the safeguarding lead will result in the event not going ahead.

This policy is reviewed annually by the company directors and governors.

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Prepared by: Directors

Approved by: Governors

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