

THE BRITISH SCHOOL OF BAHRAIN



BSB Visiting Speaker Policy

DOCUMENT CONTROL	
Policy Reference	BSB - Visiting Speaker - 024
Date Adopted	September 2019
Last Review Date	February 2024
Next Scheduled Revision (yearly)	August 2024

Table of Contents

1. Introduction
2. Aims & Purpose
3. Protocols
4. Agreement and Guidelines for Visiting Speakers to BSB
5. Organisation
6. Risk Assessment for Visiting Speaker/Event

BSB Visiting Speaker Policy

1.0 Introduction

- 1.1 We may invite speakers from all over the world to give talks to enrich BSB students' experience of school, providing them with 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.
- 1.2 Both the School and students greatly appreciate the time and effort that Visiting Speakers put into their presentations.
- 1.3 Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

2.0 Aims & Purpose

- 2.1 The purpose of this policy is to set out the BSB's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.
- 2.2 This policy was therefore drawn up having had regard to the Prevent Duty guidance and the School's wider safeguarding obligations.
- 2.3 This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

3.0 Protocols

3.1 The protocols are:

- 3.1.1 All requests for an outside speaker to come into school or deliver a webinar should be approved by the Head of each school.
- 3.1.2 Speakers are approved by the Head who monitors attendance to ensure a balance of views over time.
- 3.1.3 All visiting speakers have a nominated point of contact at the school (the Organiser).
- 3.1.4 Requesting the Visiting Speaker to outline the content of their presentation, either in writing or informally before the presentation begins.
- 3.1.5 Requesting the Visiting Speaker read and sign, Agreement and Guidelines for Visiting Speakers (see below).

BSB Policy - Visiting Speaker

- 3.1.6 Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions – finding this out either through searches or word of mouth.
- 3.1.7 Visiting speakers are required to undergo safer recruitment checks appropriate to their role and in accordance with the School's risk assessment process and statutory guidance.
- 3.1.8 This may include and is not limited to providing the School with photo ID, CPR number and adherence to the School's Safeguarding and Child Protection guidance.
- 3.1.9 Refusal to allow people/organisations to use school premises if they have links to extremist groups or movements.
- 3.1.10 Justification of the School's decision will be provided to the person/organisation in writing
- 3.1.11 Maintaining a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- 3.1.12 That an appropriate risk assessment is completed prior to the event (see below)
- 3.1.13 Ensuring visiting speakers are accompanied at all times and are not left unsupervised with students at any point. For larger, multi-speaker events, where direct supervision is not possible e.g. Careers Fair, the risk assessment reflects this and ensures proportionate measures are put in place.
- 3.1.14 In the unlikely event that the talk/presentation does not meet the school's requirements or should it contain content that is cause for concern, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation.
- 3.1.15 Where any such partisan views are expressed a speaker with opposing views will be arranged without delay.
- 3.1.16 Conducting a post-event evaluation of how the visit met the needs of our students (see below)

4.0 Agreement and Guidelines for Visiting Speakers to BSB

(including virtual speakers, MOOCs and online lectures)

4.1 BSB's responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of BSB and the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

4.1.1 Name of visiting Speaker

5.0 Organisation (if applicable)

5.1 The visiting Speaker agrees to the following terms and conditions:

5.1.1 The presentation must be appropriate to the age and maturity level of the student audience.

5.1.2 The presentation must not incite hatred, violence or call for the breaking of the law.

5.1.3 The visiting Speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisations that support such acts.

5.1.4 The visiting Speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.

5.1.5 The visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

5.1.6 Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Executive Headmaster.

5.1.7 Compliance with the School's Equal Opportunities and Safeguarding Policies is required.

5.1.8 The visiting Speaker must provide the School documentation as requested by the School in accordance with statutory guidance and safeguarding requirements

5.1.9 School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Visiting Speaker's signature:

6.0 Risk Assessment for Visiting Speaker/Event

**Please pass this Form to the Head of Marketing & PR a week before the event
(with or without the agreement form)**

Name of the Event and Speaker	
Date of the Event	

BSB Policy - Visiting Speaker

Nature of the Event (talk, demonstration to the children, interactive learning etc.)	
Outline of the content of the event	
Point of contact (BSB member of staff organising the event)	
Confirm that research (including an internet search) has been carried out on the Speaker and the organisation that they are affiliated to	Yes / No
Confirm that the Speaker has signed the Agreement and Guidelines Form	Yes / No
Confirm that the Marketing Office has been informed of the Speaker in order that they can be added to the Register of Speakers which will be held in the Marketing Office	Yes / No
Confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises	Yes / No
Confirm that suitable ID, DBS and adherence to School Safeguarding Policy has been received/shown	Yes / No
Signature of Head/ Deputy Head	
Post-event Evaluation	