

VISITING SPEAKER POLICY

This document which applies to the whole college inclusive of boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

Scope: All who work, volunteer or supply services to our college have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal college hours, including activities away from college. All new employees and volunteers are required to state that they have read, understood, and will abide by this policy and its procedural documents and confirm this by signing the Policies Register. Additionally, the Head of Boarding (HoB) is deemed to have control and responsibility for boarding student anywhere on the College site during out of college hours, during pre-planned boarding activities and during off-site activities.

Legal Status: Complies with The Education (Independent College Standards) (England) Regulations currently in force.

Legal framework: This policy has due regard to legislation and national guidance including, but not limited to, the following:

- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- DfE (2012) 'Advice on College Security: Access to, and barring of individuals from, College premises'

Related Documents: This policy should be read and understood in conjunction with our Safeguarding (Child Protection) Policy and:

- British Values Policy
- On-Line Safety (Inclusive of Cyber bullying, Acceptable Use and Social Media)
- Prevent Policy (Incorporating Freedom of Expression Policy)
- Photography and Filming Policy
- Safer Recruitment, Selection and Disclosures Policy and Procedure and Single Central Register for Staff Appointments
- Access to College Premises by People Outside of the College Policy
- Contractors and Maintenance Policy

Monitoring and Review: The Co-Principal, who is responsible for liaising with the College's security staff and Designated Safeguarding Lead (DSL) as appropriate, is the member of staff responsible for the implementation, coordination, and review of this policy. As such, the Co-Principal will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in electronic format. All breaches of these procedures must be reported to the Co-Principal. A Site Risk Assessment will be conducted by the Co-Principals and the Governance Advisory Board on an annual basis.

Date Reviewed: August 2025

Date Published: August 2025

Next Review: August 2026

Signed

David Game
Co-Principal and Founder

John Dalton
Co-Principal

Overview and College Protocol: The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects Colleges to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the College's wider safeguarding obligations.

All requests for outside speakers (be this from a pupil or College staff) must firstly be discussed with the Headmaster].

The College will undertake a risk assessment before agreeing to a Visiting Speaker attending the College. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The College may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The College will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The College will obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the College may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the College.

A member of College staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the College and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that College staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to [Headmaster] as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a College employee whilst on College site, including being escorted to reception to ensure that they have return their visitors' badge and signed out. At no point will a Visiting Speaker be left unsupervised on College site whilst pupils are present. Visiting Speakers should be advised of the College's emergency evacuation procedure (see policy on fire safety) and the way to the assembly point, and will be notified if the College is expecting a fire alarm.

On arrival at the College, Visitors are required to sign in with reception, or with the Boarding House outside of College hours. Visiting Speakers will be required to show 2 forms of original current identification, including a photograph such as a passport or photo card driving licence, and will be asked to sign the visitor's book. [The Visiting Speaker will be issued with a visitors' badge which they must wear at all times visibly whilst on College site.] Where possible, the College Receptionist should be informed in advance of the date and name of the visitor. The request for evidence of identification can be made prior to a visitor entering the College. Otherwise, the identity is produced at the time of arrival. Visiting Speakers will also be briefed on the College's Safeguarding Policy and should confirm to the College that they have the appropriate DBS check (unless the Visiting Speaker's employers have already confirmed that their staff have had the appropriate checks).

The College will keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations. The College may also process details of the Visiting Speaker's health where necessary in order to protect their health and safety. Any information gathered will be kept in accordance with the College's Data Protection Policy and the Staff Privacy Notice

Policy Statement: At David Game College, we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time, we recognise the importance of maintaining a safe, healthy, and secure environment for all those children and adults connected with the College.

Our Visiting Speaker Policy' policy aims to provide key information regarding access for individuals who are not members of the College community. This includes, but is not restricted to, visiting speakers. David Game College has in place a clear protocol and procedure for the admittance of Visiting Speakers which being understood by all staff and the Governance Advisory Board, conforms to the College safeguarding (child protection) policy and procedures. This protocol is designed to ensure for all Visiting Speakers a warm, friendly and professional welcome.

The College has a legal duty of care for the health, security and wellbeing of all student and staff, inclusive of the duty to safeguard all students from any forms of harm, abuse or nuisance. It is the responsibility of the Co-Principals and Senior Leadership Team to ensure that this duty remains uncompromised at all times.

In performing this duty, the College recognises that there must be no complacency where child protection and safeguarding are concerned. Therefore, all visitors are required to comply with the following policy and procedures. Failure to do so may result in the Visiting Speaker being escorted off the College site.

Whilst certain staff have specific duties in relation to health, safety and welfare, all staff have a personal responsibility for the safety and security of themselves, and of students, colleagues, and visitors. The College premises are private property

At times we are able to utilize visitors to the College as an educational resource. We value their contribution and welcome the opportunity to draw upon the wider community and to benefit from the unique contributions that can be made to the knowledge, understanding and experience of our student. When large numbers of visitors are at the college for meetings, concerts and other major events, brief announcements are made advising them of the location of emergency exits and assembly point that is to be used in the event of fire alarms sounding.

However, difficulties may arise with visitors who are not accustomed to Colleges and in order to match expectations for the purpose of compliance, it is necessary to follow the guidelines in this policy. For this reason, the College's rules apply to all those working at David Game College and all those visiting. For the purposes of this Policy, we define visitors as being all those on the College site who are not regularly based or employed by the College. CCTV is in place at the entry points and inside the College and boarding house (without being intrusive) and is observed on monitors located at Security. Police alerts regarding 'access control', when advised to the college, are circulated immediately to all staff by email.

Unknown/Uninvited Visitors: Any visitor who is not wearing an identity badge, or whose badge is not visible, should be challenged politely to enquire after their identity and their business in the boarding house. Should a visitor fail to answer satisfactorily and/or produce an identity badge, the nearest member of staff is to be notified, and must contact Security as a matter of priority. The unknown visitor should then be escorted off the premises.

In the event that an unknown/uninvited visitor refuses to comply, security should be contacted and the above procedure applies. In addition, the Co-Principal must be informed immediately and decide whether or not it is necessary to inform the police. If an unknown/uninvited visitor becomes aggressive or abusive, the above procedures apply, and police assistance is to be called for immediately.

Access to both the Boarding Accommodation and Main College Building: The college ensures that we have a security guard posted at the College reception throughout the College day, including during the evening which students still have access to the main college building. There is also a twenty-four-hour presence by a security guard within the Boarding House. Visitors are managed and supervised at all times when on college premises. Procedures are in place at DGC to reasonably ensure that 'unchecked' adults do not have unsupervised access to boarders or their accommodation. The Head of Boarding is to ensure with the house parents that necessary supervision is in place for such visitors, who should be authorised (and properly 'badged') on arrival. Co-Principal I has the right to seek the removal and to prohibit from the College site, any person whose presence constitutes a risk to the safety or well-being of any member of the College community.

All Visiting Speakers are to sign in and are issued with an ID Badge and lanyard: Visiting Speakers are required to produce two forms of identity, one of which must be photographic. All visitors must make clear the purpose of their visit, and who they are visiting. Visitors are required to sign in to the InVentry system within the College. The system records identity, contact details, sets out the rules for behaviour whilst at the College or boarding house. They are to be accompanied by members of staff and advised of the college's emergency evacuation procedure (see policy on fire safety) and the way to the assembly point. Visitors will be escorted to Reception until they are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the college and to ensure that they sign out (and return their badges) on leaving.

Therefore, any visitor permitted to enter the College is managed and supervised at all times, and this is ensured by the Co-Principal. Any visitor who breaches the rules may be escorted from the premises. Visitors are provided with a photographic identification card and colour coded lanyard to be worn visibly at all times. Visitors are escorted to their point of contact and will never be left alone with a student. To comply with our Safeguarding, Health and Safety and Fire regulation policies.

Staff and students are advised that Visiting Speakers should not be let into the premises without an appropriate visitor's pass. The signing in system provides us with a robust means of identifying and locating any visitors who may still be on the premises in the event of a fire evacuation. The ID badges also provide a visible way for staff to identify and challenge any strangers not wearing a pass as to their purpose of being in the building and request that they either report back to Security to be signed in, or request assistance from other staff members if it is felt they pose a threat.

ID Badges and a RED Coloured Lanyard denote a Visiting Speaker

On signing in, visitors are given a 'Guidance for adults visiting or working at David Game College' leaflet, containing safeguarding, first aid, child protection and fire alarm procedures. The visitor is notified if the College is expecting a fire alarm and verbally informed of where the fire assembly muster point is.

Visiting Speakers Departure from the College: All visitors must sign out using the InVentry system before leaving the College. All visitors must return their issued photographic identification card. A member of the Boarding Team or Security will escort the visitor off the premises.

Visiting Speakers Policy (Procedures and Protocols) in compliance with the Prevent Duty Guidance (currently in force): The purpose of this policy is to set out the College's legal obligations with regard to Visiting Speakers and the standards of behaviour required of them. Along with the College's wider safeguarding obligations, the College policy has regard to the Government's Revised Prevent Duty guidance: for England and Wales: HM Government: updated 1st April 2021 as amended and currently in force guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) which requires Colleges to have clear protocols for ensuring that any visiting speakers whether invited by staff or student, are suitable and appropriately supervised.

All visiting speakers are subject to detailed background checks, including social media footprints. (Please see our Safer Recruitment Policy for more details). When a visiting speaker visits the College, they are required to provide two forms of ID (one of which needs to be photographic) and are asked to sign in with Security. Speakers are issued with a photographic ID card and . Visiting speakers will have to sign in to the InVentry system in the main College building and will supervised throughout their visit. If a visiting speaker is in a regulated activity, such as giving a talk in a lesson, then a barred list check will be made for this purpose. The visitor's full name and date of birth is required. The College is sensitive to those who are politically exposed, those who have a history of controversial or hate comments and those who views undermine British Values or seek to create a permissive environment for hate.

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 College and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

On arrival to site, the Visiting Speaker must be asked whether they have read the Visitors' Protocol. If not, they are to be asked to read the laminated copy that is held at the College Reception point and sign that they have read, understood and will abide with the protocol as a condition of being allowed access to the College.

David Game College sets out, as follows, clear protocols for ensuring that any visiting speakers – whether invited by staff or by students themselves – are suitable and appropriately supervised. The College follows the government advice and trusted resources for Colleges to safeguard students from radicalisation, build resilience to all types of extremism and promote shared values. (For more information, please refer to [EducateAgainstHate](#))

Speakers enrich our students' experience, 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. Both the College and students greatly appreciate the time and effort that Visiting Speakers put into their presentations. Therefore, the David Game College protocols are as follows:

- The formal invitation requires a clear outline by the speaker of their presentation in advance for approval by the College Co-Principal. The speaker is also required to provide a written biography of themselves.
- The formal agreement outlining the College's commitment to equality and British Values is to be signed by the Visiting Speaker. This agreement also makes clear that a presentation will be brought to an early end if the content proves unsuitable
- The Visiting Speaker will be informed, in writing that College staff will be present during the visit including a member of the Senior Leadership Team (SLT) who will monitor the speech to ensure it aligns with the values and ethos of the College and British values
- The Visiting Speaker will also be informed, in writing, that there must be no attempt to raise funds without the prior written permission of the Co-Principal
- All visiting speakers to have a nominated point of contact at the College (the Organiser)

- The organiser must undertake due diligence, inclusive of suitability and background checks on the speaker and any organisation they represent, a biographical internet search and of any organisation they represent. The findings are to be submitted to the College Designated Safeguarding Lead (DSL), the Co-Principal and the Head of Boarding(HoB)
- The [David Game College visiting Speaker Form](#) must be completed well in advance of the visit. This is to be authorised by the Co-Principal and where relevant the head of Boarding. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to insure it is appropriate with the ethos of the College
- The Organiser must send a copy of the [David Game College Guidelines for Visiting Speakers](#) to the speaker well in advance of their visit.
- The member of staff responsible for the invitation must inform the Visiting Speaker that USB sticks must not be brought into College and that any presentation/material etc. must be sent, for scrutiny, to the organiser in advance.
- Staff must refuse to allow people/organisations to use College premises if they have links to extremist groups or movements. Justification of the College's decision will be provided to the person/organisation in writing.
- The Co-Principal will keep a formal register (copied to the Head of Boarding) of all visiting speakers. Any information gathered will be kept in accordance with the College's Data Protection Policy.
- Visitors to provide photo ID upon arrival at College. Security and the organiser must check this and verify the Speaker's identity.
- Visiting speakers are to be risk assessed and be accompanied at all times and are not to be left unsupervised with student at any point.

In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, the College will interrupt and/or stop a presentation.

The organiser will conduct a post-event evaluation of how the visit met the needs of our students with an opportunity for feedback from staff and noting any contentious subject areas or comments. This will assist when making decisions about whether to invite the speaker back for future events.

VISITING SPEAKERS' INFORMATION SHEET

Health and Safety: Nothing is more important than safety. Every task must be performed with safety in mind. David Game College aims to provide a safe and healthy working environment. If you have any suggestions that might help in this process, please contact the College Office who will pass them to our Co-Principal.

First aid: For all First Aid requirements please contact the College Nurse. Please give the extent of the injury and the location of the person or persons. **All accidents and near misses must be reported to the College Office.**

Arrival on site: On arrival you will be required to sign in with Security and you will be given a Visitors' badge.

- You are required to wear your Visitors' ID and lanyard **AT ALL TIMES**
- When departing from the site you will be required to sign out from reception.

Fire safety, On discovering a fire:

- Sound the alarm by breaking the glass at one of the call points clearly displayed in red fire boxes. These are located throughout the College and there is a call point next to the main door.
- Evacuate the building from the nearest available exit and go to the muster point in front of the main college building.
- Report to the Co-Principal or SLT stating the type and location of the fire.

On hearing the fire alarm:

- Immediately when the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you (the nearest escape route is displayed in every room)
- Do not run or panic
- Go to the evacuation point
- Report to the Administrator at evacuation point to be checked against the Visitors' log.
- Do not return to the building until you are instructed that you may do so.

Disabled Visitors: If you are disabled and feel that you may require assistance during an evacuation of the building, please advise the staff when you check in with security. Arrangements can be made to assist with your evacuation.

Smoking: The College operates a strict non-smoking policy throughout all college buildings.

Photographs: Visitors to the College should not use cameras, including a mobile phone camera. Please see our Online Safety Policy for more details.

Bomb Warnings and Threats

- In the event of a decision to evacuate the building as a result of a bomb threat, the fire alarm will be sounded as normal.
- Immediately evacuate the building by the nearest exit ensuring doors are closed behind you.
- Go to the evacuation point
- Report to the Administrator at the evacuation point to be checked against the InVentry system.
- Do not return to the building until you are instructed that you may do so.

Security

- Visitors must accept responsibility for the security of their own property.
- Please keep briefcases, laptops and bags etc. with you at all times whilst on site. Also keep personal belongings and paperwork safe.
- David Game College will not be held responsible for the loss of visitors' personal property