



VISITING SPEAKERS POLICY

With Covid-19 addendum

Date of Policy	August 2020
Approved by Principal	September 2020
Next Review Date	September 2021
Lead for Review	Vice Principal

Aim

CATS College Canterbury recognises the value that external speakers bring to the College and its students, and seeks to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations, as well as meeting our statutory obligations of the Prevent Duty Guidance published in July 2015.

The College confirms its commitment to freedom of speech in the College, but this policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff.

The college is committed to ensuring a balance of differing views is achieved across time from our visiting speaker schedule. A record of the speakers and their message is kept and reviewed on a termly basis by the Vice Principal.

Definitions

Prevent is the government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms.

Extremism is defined by the UK government as 'Vocal or active opposition to fundamental British values and calls for the death of members of our armed forces, whether in this country or overseas'.

Procedure

This policy applies to all guest speakers visiting the College whether the visit has been arranged by a member of staff or students.

Organisers of a visiting speaker or event should, in advance of the event, complete the checklist which includes consideration of the speaker(s) and content of any presentation and the potential audience to whom it is intended to be delivered. The checklist is available in **Appendix 1**.

Visiting Speakers must have due diligence checks conducted to ensure that the material they are speaking on fits the remit of the College and does not lead to students being at risk of being drawn into terrorism or terrorist ideology.

Where a speaker or organisation requests to come to the College to speak to students and / or staff, the member of staff who is contacted, or the member of staff who leads the event, should complete **Appendix 1**.

The checklist should be discussed with the organiser's line manager prior to confirmation of the visiting speaker. If the line manager has concerns about the speaker's content, or any other aspect of the event, s/he should discuss concerns with the College's the Designated Safeguarding Lead.

The checklist should be completed and submitted for authorisation at least 5 working days before the proposed event.

Copies of the checklist should be held by the organiser's line manager, and a copy lodged at the College Reception in advance of the event.

Where any visiting speakers or organisations address students, the organiser must ensure that the College has at least one member of staff, who has received Safeguarding and Prevent training, present at the event, to ensure that any extremist views presented at the event can be challenged.

The speaker must be accompanied at all times and not be left alone with students and to have completed the sign in and out procedures”.

Appendix 1

Visiting Speaker/Organisation Checklist

Staff Name:		Department:	
Number of Students Attending:			
Age of Attendees: (select all that apply)	14-15 <input type="checkbox"/>	16-18 <input type="checkbox"/>	19+ <input type="checkbox"/>
Name of Guest Speaker(s) and organisation they are representing:			
Address of Organisation:			
Telephone Number:		Email:	
Background checks – are there any matters that require further investigation / action? Supply brief discussion.			
Checks to carry out	Done?		
Website Checked			
Printed Literature Checked			
Resources to be Presented			
Google Search Completed			
Other Colleges Recommended			
Other Checks, Please State:			
Topic of the event:			
How will learners benefit:			
Date of Event:		Room of Event:	
Start Time:		End Time:	

Approval

Line Manager (sign):		Date:	
Deputy Head Academic (sign):		Date:	

1. Complete all boxes and ensure that you have signed the form
2. Forward to your Curriculum / Programme Director for consent or your Line Manager
3. When complete, this form must be forwarded to the Deputy Head Academic for record keeping

VISITOR AND STAFF GUEST POLICY COVID-19 ADDENDUM

Date added to Policy	July 2020
Next Review Date	As required, based on UK Government guidance
Lead for Review	Principal, Rector, DSLs, Designated Governor for Safeguarding and Child Protection

Introduction

In response to the global Covid-19 outbreak we have made amendments to our Visitor Policy to safeguard the health and wellbeing of the whole college community. We ask that all visitors respect the policy and follow the government guidance on when to stay at home:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please do not visit the college if you have symptoms of Covid-19, however mild, OR you have received a positive Covid-19 test result or have been in contact with anyone who has these symptoms / positive test result in the last 14 days.

Our policy has been developed in accordance with the advice and guidance given by Public Health England (PHE), the Department for Education (DfE) and the Boarding Schools' Association (BSA).

Visitors will be asked to refrain from touching door handles and any part of the college, where possible, in order to minimise the risk to the college community.

The college is currently operating a 'no handshake' policy.

Visiting speakers

Unfortunately, we have decided that it is not possible to hold in-person presentations in the Autumn term. All academic and industry expert presentations must be done online.

Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this Addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.