

Royal Greenwich Trust School
Policy and protocol for external speakers and workshop
leaders

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Royal Greenwich trust school

External speakers and workshop leaders are highly valued by the school for their additional opportunities and expertise that they bring to our students and staff in timetabled lessons and all other extra-curricular activities.

As well as supporting our academic, PSHE and careers curriculum, such work with outside organisations also contributes to the development of our curriculum themes – investigation, communication, scholarship, networking, participation and vision. These themes underpin the broad education that we offer all our students from year 7 through to year 13 within the school.

We work regularly with a wide range of organisations, both London based and national. We also have distinctive links with our partners - including University of Greenwich and TfL. We also have links with Bloomberg.

Whilst welcoming the additional value that visiting speakers and workshop leaders can bring, we also are aware of the potential risks. A culture of vigilance encompasses our approach in order to ensure that the values of the school are maintained in all educational events. We therefore strictly adhere to the schools wider safeguarding policies and procedures when welcoming visiting speakers. We are also aware of potential issues in connection with more sensitive or controversial topics.

The following protocols are in place to ensure both the quality and appropriateness of the content of sessions and student safeguarding:

1. Speakers and workshop leaders are organised through faculties or year teams, or in some cases the SLT may also invite external speakers.
2. Proposals are discussed with the appropriate SLT line manager before booking is confirmed. This will include consideration of the vetting processes that have been undertaken on the individual organisation.
3. Events are published in the school calendar and in the weekly staff bulletin
4. It is the responsibility of the person booking the speaker or workshop leader to make an assessment of any potential risk and to ensure that the content of the session is appropriate. For any particularly sensitive or controversial topics, it is good practice to review the material with the appropriate SLT.
5. Details of any visitors are given to the reception in advance of their arrival.
6. When speakers and workshop leaders arrive at the school they follow our standard visitors safeguarding protocol:
 - sign in at reception
 - Sign to say that they have understood the schools ethos and commitment to equalities
 - Collect visitor's badge
 - Always escorted around the school building
 - Sign out and return badge before leaving

7. All presentations, workshops and assemblies carried out by external visitors are monitored and supported by school staff. Any concerns are immediately reported to the appropriate SLT.

This policy should be read in conjunction with:

- Equality and diversity policy
- Safeguarding policy
- Curriculum policy