



St Paul's Way

Education • Foundation • Trust

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POLICY & PROTOCOL FOR EXTERNAL SPEAKERS AND WORKSHOP LEADERS

External speakers and workshop leaders are highly valued by the school for the additional opportunities and expertise that they bring to our students and staff, in timetabled lessons and all after 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 SPWT Graduate Curriculum themes – investigation, communication, scholarship, networking, participation and vision. These themes underpin the broad education that we offer all our students from reception through to year 13 across both the Foundation and Trust Schools and within the School of Education.

We work regularly with a wide range of organisations, both London-based and national. We also have distinctive links with our Trust Partners – King’s College, Queen Mary University of London, Warwick University, University of East London, Institute of Education, Catlin, Tower Hamlets Local Authority and the NHS – as well as a partnership with Sussex University. The Worshipful Company of Drapers is represented on the governing body and works closely with the school, and we also have a three-year enterprise and employability programme with JP Morgan. This project will involve not only our students but also the wider local community and a range of other partner organisations.

Whilst welcoming the additional value that visiting speakers and workshop leaders can bring, we are also aware of the potential risks. A culture of vigilance encompasses our approach in order to ensure that the values of the St Paul’s Way Foundation Trust are maintained in all educational events. We therefore strictly adhere to the school’s 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 by the HE Co-ordinator or External Links Co-ordinator. In some cases the SLT may also invite external speakers.
2. Proposals are discussed with the appropriate DOL or SLT line manager before booking is confirmed. This will include consideration of the vetting processes that have been undertaken on the individual or 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 DOL.
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 school’s ethos and commitment to equalities
 - Collect a 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 SPWT staff. Any concerns are immediately reported to the appropriate DOL.

This policy should be read in conjunction with:

- Equalities Statement
- Safeguarding Policy
- Curriculum Policy