



Saint GREGORY'S
Bath

Outside Speakers/Performers Form

Where possible, please complete an Outside Speakers/Performers Form via this link:

<https://forms.gle/8a4kbEVa6zyJqfEk8>

Alternatively, please see the following form:

Date of Event	
Time of Event	
Purpose of speech/ performance (including Year groups involved)	
Name of speaker/performer and organisation	
Brief biography of speaker/performer/ organisation (continue on additional page if necessary)	
Name of Link person to liaise with school	
Contact details for Link person	
St Gregory's staff member responsible for visit	
Venue/Room	

This is to confirm that all information communicated by the speaker/performer is lawful and will not undermine the values and ethos of the school and British values.

Signed:		Date:	
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If speaker/performer will be unaccompanied at any time or if they are likely to visit again in the future please supply the following details:

DBS	
Position/job disclosure covers:	
Name of Employer:	
Name of Registered Body:	
Date of DBS Certificate:	

Date Received by Headteacher:		Authorised:	
Date Received by DSL:		Authorised:	
Date Received by HR Manager:		Form processed:	

Protocols for Outside Speakers/Performers Visiting Saint Gregory's

Saint Gregory's is part of a wider community. Occasionally we have speakers/performers from our wider community who enrich our students' experience of school, providing students 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/performer's experience. 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 Gospel values of the school and British values.

We achieve this through the following protocols:

All requests for outside speakers/performers must be discussed with the **Headteacher** and an **Outside Speakers/Performers Form** completed. To complete this form the staff member organising the event must provide:

- 1 A **brief biography** of the speaker/performer or institution with the **purpose** clearly defined as to the information the speaker/performer wishes to communicate. The information must align to Gospel values of the school and to British values. This must be discussed with the organiser prior to the request being made to the Headteacher and the **Outside Speakers/Performers Form** being completed.
- 2 A named **'link contact'** for the speaker/performer who will be the liaison with school.
- 3 The staff member responsible for arranging the visit must ascertain that all information communicated by the speaker/performer must be lawful.

On receipt of the form the Headteacher will make a decision regarding permission for the speaker/performer to come to Saint Gregory's. Please note that, whenever possible, a period of no less than **one month's notice** should be given prior to the speaker/performer's proposed visit to the school.

Once agreed by the Headteacher, the form will be forwarded to the **Designated Safeguarding Lead** for authorisation. The form will then be forwarded to the **HR Manager** for processing.

Please note: the staff member must send or give the speaker/performer a copy of the **Visitors Safeguarding Declaration Form** in advance of the visit; this is to ensure the speaker/performer is able to prepare in advance of their visit regarding our Gospel and British values and will be familiar with the declaration before being required to sign it on arrival at school.

Further guidelines

School safeguarding procedures apply and the visiting speaker/performer will be asked for evidence of identity. Unless DBS status has been verified as clear prior to the visit, the speaker/performer will not be allowed unsupervised access to the school site. A member of school staff will therefore accompany the speaker/performer at all times. Speakers/performers will be issued with the 'Note to Visitors' form on arrival at Reception and will be required to read the note and to sign to say that they will adhere to the required safeguarding arrangements within the school. They will be issued with a visitor's lanyard which they must wear at all times. All visitors are also asked to complete a COVID-19 Visitor Form on arrival.

During the speech/performance - monitoring

A member of staff must be present during the event to monitor the speech/performance and ensure it does not undermine the Gospel values of the school and British values. In the unlikely event that the speech/performance does not meet this requirement, immediate action will be taken by the member of staff to balance the information given and to stop the performance in extreme circumstances.

Post speech/ performance evaluation

The speech/performance will be evaluated by the organiser as to whether it met the needs of our students. Should the speech/performance not meet the needs of our students then this will be clearly communicated to the visiting speaker/performer/ organisation by the Headteacher.