

SUPERVISION OF VISITING SPEAKERS POLICY

S L Drama Academy CIC

FOREWORD

S L Drama Academy CIC AP is a site for KS1 & KS2 Alternative Provision. They are referred to as S L Drama Academy CIC AP for the benefit of students and this document.

01 AIMS

S L Drama Academy CIC AP will have external visiting speakers throughout the year. Visiting speakers will be from the wider community, giving talks to enrich students' understanding and knowledge of real-life experiences. They will also provide students with information that may help them make decisions at different phases of their lives and education, widen their understanding of world and global issues, and provide motivational inspiration through the sharing of personal experiences. AP staff appreciate the time and effort that visiting speakers put into their presentations and value the positive impact it has on the students.

This policy provides clear guidance to AP staff about safeguarding procedures that should be followed before inviting visitors to site, and whilst external visitors are present on site.

02 ALTERNATIVE PROVISION RESPONSIBILITY

S L Drama Academy CIC AP's responsibility is to ensure that we always safeguard our staff and students and have clear procedures in place for when external people are invited onto sites. All AP staff should be familiar with the guidelines in this policy to ensure that they can always safeguard themselves and students.

The purpose of this policy is to set out the AP's legal obligations when using visiting speakers and to set out the standards of behaviour expected from these speakers. This policy has been produced with regard to the Government's Prevent Duty guidance and our wider safeguarding obligations.

The "Prevent" statutory guidance [Prevent duty guidance: for England and Wales \(accessible\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/prevent-duty-guidance-for-england-and-wales) requires educational establishments to have clear protocols for ensuring that any visiting speakers whether invited by staff or students, are suitable and appropriately supervised.

03 PROTOCOL FOR VISITING SPEAKERS

The Head of Provision must have clear processes for identifying and supervising visitors to ensure appropriate safeguarding measures are in place. Before a speaking visitor is invited to S L Drama Academy

CIC AP, the Head of Provision must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of visit. Permission must be granted before a visitor is invited to S L Drama Academy CIC AP. All AP staff should follow the below procedures.

Prior to an organised visitor speaker arriving:

- The AP staff member requesting the visit must conduct a reasonable level of research on the visiting speaker / visiting speaker's organisation to best establish whether they have demonstrated extreme views actions and present any level of risk. Presentations and resources should be sent to the AP staff that requested the visit in advance.
- All requests for visiting speakers must be approved by the Head of Provision
- Request the visiting speaker's aims and objectives of the presentation to be delivered, to ensure it is appropriate to the age and maturity of the students and does not undermine British values or the ethos and values of the AP
- All visiting speakers are provided with a named contact at the AP
- The member of AP staff who has organised the visit should alert other AP staff and Head of Provision to be ready for the visitor's arrival with an expected time of arrival
- Have a room prepared and space organised for the visit, if required
- Make other AP staff aware of where the talk / presentation will take place, who the external visitor is and the purpose of their presence
- A record of visiting speakers is kept on site detailing name of the visiting speaker, the date of their visit, the student group addressed, the purpose of the visit, the member of AP staff requesting the visiting speaker and any relevant accompanying information (Appendix 1)

We require all visiting speakers to:

- Share the aims and objectives of their presentation with the AP staff member that requested the visit to ensure it is appropriate to the age and maturity of the students and does not undermine British values or the ethos and values of the AP
- Only use the designated visitor entrance
- Sign in, giving their name, organisation, who they are visiting, and car registration (if applicable)

- Sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the AP's Terms and Conditions (Appendix 2)
- Read the safeguarding information when signing in
- Be escorted to their point of contact, or their point of contact will collect them from the visitor entrance
- Wear a visitor's ID badge/lanyard provided by the AP upon arrival, throughout the visit and return when signing out

If the visiting speaker is a regular visitor to the AP and they are required to work alone with students unsupervised at times, then evidence of their DBS will need to be provided. Once this is provided, they will be allocated a lanyard. Visitors who have not provided DBS evidence should not work alone with students unsupervised at any time or be left unsupervised in the building. These visitors will be allocated a red lanyard.

Protocol during a speaking visitors time at the AP:

- On arrival at the premises, all visiting speakers must provide photo ID and are given a visitor's badge/lanyard which they are expected to wear throughout visits
- Speaking visitors must sign into the signing in book, and must complete the 'Agreement and Guidelines or Visiting Speakers' form as acceptance of the AP's Terms and Conditions (Appendix 2)
- It should be made clear where toileting facilities are located, if these are required, and they should be always escorted through the site
- Health and safety advice must be provided on arrival, including the following:
 - As a visitor, they have legal responsibility to care for the health and safety of themselves and others
 - Any accidents, near misses, or defects they observe must be reported to their point of contact at the AP
 - Visitors must be accompanied at all times

- The S L Drama Academy CIC AP operates a strict no smoking and vaping policy
 - The fire alarm is a continuous siren. If this should sound, leave the building by the nearest exit and process to the assembly point location – Portway Junior School playground in front of the main entrance to the S L Drama Academy CIC AP site.
 - Should you discover a fire, operate the nearest alarm, and follow the exit procedure above
- Visitors should not be given access to keys or fobs at any time
 - Escort the visiting speaker to the pre-assigned presentation room and remain in the room throughout the delivery of the presentation/talk
 - In the unlikely event that the talk / presentation does not meet with the expected requirements, AP staff have the right and responsibility to interrupt and/or stop a presentation / talk
 - Speaking visitors should be escorted to the exit to sign out and return their lanyard, and should be observed leaving the building
 - The AP staff member who organised the visit will conduct a post-event evaluation of how the visit met the needs of the students

If there are any concerns about a visitor's behaviour at any time during their visit, AP staff should contact a designated safeguarding lead for guidance, or if possible and appropriate, should escort the visitor to the exit. If a visitor is behaving inappropriately and is refusing to leave the premises, the police should be called.

Students should be kept safe at all times and in another room to the visitor. AP staff should prioritise the safeguarding of the students and themselves.

04 HELD DATA

Speaking visitors will be asked to provide the following information:

- Name
- Contact details (mobile number, email address)
- Information relating to the visit (e.g., company/organisation name, arrival and departure time, car number plate)

S L Drama Academy CIC AP may also request information that falls into 'special categories' of more sensitive personal data, this includes but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes

S L Drama Academy CIC will collect, use, store, and share (when appropriate) this information, we may also hold data about you that have been received from other organisations, including other APs and social services.

05 WHY WE USE THIS DATA

S L Drama Academy CIC AP use the data listed above to:

- Identify visitor speakers and keep visitors safe while on the AP premises
- Keep students and AP staff safe
- Maintain accurate record of visits to the AP
- Provide appropriate access arrangements, when necessary

05.1 USE OF PERSONAL DATA FOR MARKETING PURPOSES

Where visiting speakers have given S L Drama Academy CIC AP consent to do so, we may send visiting speakers marketing information by text or email, promoting AP events, campaigns, charitable causes or services that may be of interest of the visiting speaker.

The visiting speaker can withdraw consent or 'opt out' of receiving these emails / texts at any time by letting S L Drama Academy CIC AP know.

05.2 USE OF PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to the visiting speaker, including their right to object to it.

o6 **LAWFUL BASIS FOR USING THIS DATA**

S L Drama Academy CIC AP's lawful basis for processing visiting speakers' personal data for the purposes listed above are as followed:

- For the purposes of in accordance with the 'public task' basis – S L Drama Academy CIC AP need to process data to fulfil our statutory function as an AP
- For the purposes of in accordance with the 'legal obligation' basis – S L Drama Academy CIC AP will need to process data to meet our responsibilities under law
- For the purposes of in accordance with the 'consent' basis – S L Drama Academy CIC AP will obtain consent from visiting speakers to use personal data
- For the purposes of in accordance with the 'vital interests' basis – S L Drama Academy CIC AP will use personal data in a life-or-death situation
- For the purposes of in accordance with the 'contract' basis – S L Drama Academy CIC AP need to process personal data to fulfil a contract with the visiting speaker or to help the visiting speaker enter into a contract with the AP
- For the purposes of in accordance with the 'legitimate interests' basis – where there is a minimal privacy impact and we have a compelling reason

Where visiting speakers have provided S L Drama Academy CIC AP with consent to use their data, they may withdraw this consent at any time. We will make this clear when requesting consent and explain how they will go about withdrawing consent if they wish to do so.

o6.1 BASIS FOR USING SPECIAL CATEGORY DATA

For 'special category' data, S L Drama Academy CIC AP only collect and use it when they have both a lawful basis, as set out above, and one of the following conditions for processing as set out in the UK data protection law:

- S L Drama Academy CIC AP have obtained the visiting speaker's explicit consent to use their personal data in a certain way
- S L Drama Academy CIC AP need to perform or exercise an obligation or right in relation to employment, social security, or social protection law

- S L Drama Academy CIC AP need to protect an individual's vital interests (i.e. protect a visiting speaker's life or someone else's life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the visiting speaker
- S L Drama Academy CIC AP need to process it for the establishment, exercise, or defence of legal claims
- S L Drama Academy CIC AP need to process it for reasons of substantial public interest as defined in legislation
- S L Drama Academy CIC AP need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- S L Drama Academy CIC AP need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- S L Drama Academy CIC AP need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, S L Drama Academy CIC AP will only collect and use it when they have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- S L Drama Academy CIC AP have obtained the visiting speaker's consent to use it in a specific way
- S L Drama Academy CIC AP need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the visiting speaker
- S L Drama Academy CIC AP need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- S L Drama Academy CIC AP need to process it for reasons of substantial public interest as defined in

07 DATA COLLECTION

While the majority of information collected is mandatory, there is some information that can be provided voluntarily. Whenever S L Drama Academy CIC AP seek to collect information from visiting speakers, it will be made clear whether the information must be provided, or if there is an option to not provide this information. It will subsequently be made clear as to the potential consequences of not providing information.

Most of the data provided will come directly from the visiting speaker, however, some data may have been provided by:

- Local authorities
- Government department or agencies
- Police forces, courts, and tribunals

08 STORING DATA

Personal information is kept about the individual whilst they are visiting the alternative provision. Personal information may also be kept beyond the visiting speaker's visit, please see our GDPR policy which sets out how long data is kept about visitors.

Appropriate security measures have been put in place to prevent personal information from being accidentally lost, used/accessed in an unauthorised way, altered, or disclosed.

Personal information will be securely disposed of when no longer required.

09 SHARING DATA

Personal information about visiting speakers is not shared with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), S L Drama Academy CIC AP may share personal information with:

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- Council bodies – to meet any legal obligations to share certain information with them, such as safeguarding concerns
- Government departments or agencies
- Supplier and service providers
- Auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

09.1 TRANSFERRING DATA INTERNATIONALLY

It is unlikely that personal information will be shared with international third parties.

On the rare occasion where personal data is shared to a third-party country or territory, data will be shared in accordance with UK data protection law.

In cases where safeguarding arrangements are set up to complete this transfer, the visiting speaker can get a copy of these arrangements by contacting S L Drama Academy CIC AP.

10 VISITING SPEAKER RIGHTS

10.1 HOW TO ACCESS HELD PERSONAL INFORMATION

Visiting speakers have a right to make a 'subject access request' to gain access to personal information held about them.

If a subject access request is made, and if S L Drama Academy CIC AP do hold information about the individual, they will (subject to any exemptions that may apply):

- Provide a description of the held information
- Tell the visiting speaker why the information is being held and processed, and how long the information will be kept for
- Explain where information had been collected from (if not directly from the individual)
- State who the information has been, or will be, shared with
- State whether any automated decision-making is being applied to the data, and any consequences of this
- Provide a copy of the information in an intelligible form to the individual

The visiting speaker may also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If the visiting speaker would like to make a request, they must contact the Head of Provision.

10.2 OTHER RIGHTS REGARDING DATA

Under UK data protection law, the visiting speaker has certain rights regarding how their personal data is used and kept safe. For example, they have the right to:

- Object to our use of their personal data
- Prevent their data being used to send direct marketing
- Object to and challenge the use of their personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected

- In certain circumstances, have the personal data held about them deleted or destroyed, or restrict its processing
- Withdraw their consent, where they previously provided it for the collection, processing, and transfer of their personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Head of Provision.

11 COMPLAINTS

S L Drama Academy CIC AP take any complaints about the collection and use of personal information very seriously. If a visiting speaker believes that the collection or use of personal information is unfair, misleading, inappropriate, or if they have any other concern about data processing, they should raise this with S L Drama Academy CIC AP in the first instance.

Please see the Complaints Procedure Policy for further information.

12 UNIDENTIFIED VISITORS PROTOCOL

AP staff should always be alert to unidentified visitors on site and approach with caution to ask their identity, especially if not wearing an ID badge from the AP. Staff should be able to alert a member of the safeguarding team when any visitor without a badge is found on a site.

While it is reasonable for APs to expect staff to approach unidentified visitors, they should be careful not to place staff in danger. This might mean that staff do not approach visitors alone, or that they alert a member of the safeguarding team (or another relevant person) before approaching the visitor.

REVIEW

S L Drama Academy CIC AP keep this policy under regular review:

Review of this Policy	October 2025
Next Review Date	October 2026
Reviewed By	Anna Malik
Position/Role	Director, S L Drama Academy CIC

APPENDIX 1: RECORD OF VISITING SPEAKERS

All visiting speakers must be logged into the below record:

Name of AP staff member requested visiting speaker	Name of visiting speaker	Date of visit	Purpose of visit	Student group addressed	Any relevant accompanying information

APPENDIX 2: AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

Agreement and Guidelines for Visiting Speakers

S L Drama Academy CIC AP are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and visiting speakers to share this commitment.

Name of visiting speaker	
Organisation (if applicable)	
Named AP staff contact	

The visiting speaker agrees to the following terms and conditions:

1. The presentation / talk must be appropriate to the age of the students
2. Appropriate dress, language and behaviour are required at all times
3. The presentation / talk must uphold the principles and values of S L Drama Academy CIC AP
4. AP staff have the right and responsibility to interrupt and/or stop the presentation / talk if there is any violation of this agreement

I have read these guidelines and agree to abide by them:

Signature of visiting speaker: _____

Signature of named AP contact: _____

Date: _____