

Employer Briefing



The big 3

1.

Ensure you are never alone with a pupil.

2.

Never give out your contact details, always pass promised information via school staff.

3.

Make sure you read the visitor safeguarding information the school provides you with.

Questions

How to deal with questions



Be prepared for a wide range of questions. The most popular questions tend to be around the topics below. You may wish to pre plan answers to these questions.

- What do you do during the working day?
- How much do you earn?
- What qualifications do you need to be a..?
- Can you help me with my CV/Interview technique/application form?
- What is it you do at your company?
- What does your company do?

Top tips for answering questions



- Be honest – if you're not willing to answer a personal question – say so and explain why people don't tend to answer questions like that.
- If you don't know the answer, say so and offer to find out and email the answer to their teacher.
- Try and ensure that you use simple language that the young person will understand. If you use jargon or acronyms you limit understanding.
- Check understanding in a way that invites queries. "Did you understand that?" Will normally attract a nod rather than "What does X mean?" Whereas, "There's a lot of technical stuff in that, tell me which parts you weren't sure of and I'll explain them." Will likely lead to a more open response.

Employer Briefing



Information for visiting speakers (Prevent Duty)

- We often invite speakers from our wider community to give talks to enrich our pupils' experience of school, providing them 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 experience.
- Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put in to their presentations. 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 ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- The purpose of this information is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.
- This information is provided in regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations. The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015)
- <https://www.gov.uk/government/publications/prevent-duty-guidance> requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.
- This information should be read in conjunction with the School's Safeguarding and Child Protection policies.
- All visiting speakers must have a nominated point of contact at the school (the Organiser).
- The organiser of this visit must ensure he/she has your full contact information and the topic/nature of the visit in advance and the visit should be authorised by Careers Leader and /or Deputy Head.
- This requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British Values or the ethos and values of the School.
- The Organiser must send a copy of the Guidelines for Visiting Speakers to the speaker in advance of their visit.
- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable.
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the School's decision will be provided to the person/organisation in writing
- A formal register of all visiting speakers will be kept centrally. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.

National Careers Week would like to thank Haybrook College Trust for their help in producing this resource.