



Expectations For Visitors and Guest Speakers

August 2023

(To be reviewed August 2024)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Introduction

Thank you for supporting SupaJam either through your visit or by being a guest speaker! External support is a vital part of our curriculum as it enriches our students' lives with new perspectives, ideas and professional expertise. We are extremely grateful to you for being able to work with our staff and students, and your time is hugely valued. If you have any questions or concerns about the following policy or your visit, please do not hesitate to contact the member of staff arranging your visit.

Aim and Purpose

This policy is intended to provide an outline of expectation to visitors and guest speakers of SupaJam. The purpose is to ensure the students of SupaJam are safeguarded and external content is delivered in line with SupaJam's ethos and the British Values.

Who is SupaJam?

SupaJam is a unique group of post-16 specialist music colleges based in Swanley, Canterbury and Brighton.

We offer carefully and individually tailored placements to students who may have previously struggled in formal education settings due to social, emotional or special educational needs or poor life decisions, and are now looking for an inclusive alternative educational provision.

Our students are aged 16 to 19, or up to 25 with an EHCP, and share a passion for music or learning about the music industry.

Alongside RSL Music Business Diplomas, Maths and English programmes, the Prince's Trust Achieve programme and our increasing work experience opportunities, SupaJam has developed multiple programmes rich in pastoral care and life skills with an aim to meet every additional needs.

Our Mission

Is to help vulnerable young people who have previously fallen out of formal education to engage, achieve and progress in a unique, inclusive learning environment.

Our Ethos

Is to provide a structured, supportive and non-judgemental educational experience. One that puts the students at the heart of everything we do and allows them to thrive and achieve to their full potential.

Your Content

The content from any guest speaker, or even the words of a visitor, can be highly influential for any young person. For this reason, it is vital that your content is delivered in line with SupaJam's ethos and the British Values: Democracy; the Rule of Law; Respect and Tolerance; and Individual Liberty.

SupaJam will not tolerate content that encourages radicalised, illegal or anti-social behaviour, or which may be perceived as such. Any discussion that goes against SupaJam's ethos or the British Values will be immediately stopped by the member of staff in charge, and the visitor will be asked to leave. Extreme content may be reported to the police.

Our Expectations For Visitors and Guest Speakers

When planning to attend SupaJam, you must:

- Email the member of staff arranging your visit to show that you agree and will comply with SupaJam's expectations around behaviour and content displayed to staff and young people
- Have had an internet search completed by the member of staff organising the visit, prior to the event (you will not need to do anything for this action)
- Complete the visitor's induction with the receptionist, and sign in before entering any SupaJam building
- Wear a visitor's lanyard clearly identifying you as a visitor to SupaJam - please remember to hand this back at the end of the visit
- Be accompanied by a SupaJam member of staff at all times - please ensure you do not find yourself left alone during your visit.

You may also be asked to send your presentation or notes to SupaJam in advance of your visit. This will allow SupaJam staff to cross reference your work against this policy.

Your visit

We want your visit to be as successful for you as it will be for our staff and students. If there is anything that SupaJam can do to make your visit more successful, please let us know in advance and we will do our best to accommodate your needs. This may include (but is not limited to):

- Personal access arrangements
- Resources and equipment
- More information about SupaJam and our students

Thank you

Thank you again for sharing your time and skills with SupaJam!

This policy does not form part of your term and conditions of employment.

We reserve the right to amend, shorten or to not follow this policy for employees under two years service.