



Inspiring **Excellence,**  
Inspiring **Partnerships,**  
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# Visiting Speaker Policy

Created by: Headteacher

Created on: September 23

Applies to: All staff, Trustees and Governors

Next Review: September 24

This is a whole school policy which also applies to the Early Years Foundation Stage

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 policy 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 policy was therefore drawn up having had 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 policy should be read in conjunction with the School's [Safeguarding and Child Protection Policy](#).

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser). All requests for outside speakers require the prior approval of the Headteacher.
- The organiser must Obtain an outline of what the speaker intends to cover in advance of their visit. Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions.
- 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
- Visiting speakers sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the School's terms and conditions.
- Conducting a risk assessment in relation to the Prevent Duty.
- Maintaining a formal register of all visiting speakers.
- Ensuring visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point.
- Conducting a post-event evaluation of how the visit met the needs of our pupil

## **Agreement and Guidelines for Visiting Speakers**

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

**Name of visiting speaker**

**Organisation (if applicable)**

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the pupil audience.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisations that support such acts.
4. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
5. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
6. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
7. Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
8. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
9. The organiser will conduct a post-event evaluation of how the visit met the needs of our students

**I have read these guidelines and agree to abide by them.**

**Visiting speaker's signature:**

**Date:**

## Risk Assessment for Visiting Speaker/Event

Please pass this Form to the Headteacher a week before the event (with or without the agreement form)

Name of the Event and Speaker
Date of the Event
Nature of Event (talk, demonstration to the children, interactive learning, etc)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Tick to confirm that research been carried out on the Speaker and the organisation they are affiliated to <input type="checkbox"/>
Tick to confirm that the Speaker has signed the Agreement and Guidelines Form <input type="checkbox"/>
Tick to confirm that the Office has been informed of the Speaker in order that they can be added to the Register of Speakers which will be held in the Office <input type="checkbox"/>
Tick to confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises <input type="checkbox"/> Not due to be held on school property <input type="checkbox"/>

Agreed by the Headteacher  Date
Post Event Evaluation