

## **Visiting Speaker Policy and Guidelines**

This Policy has been written with due regard to Departmental Advice for schools from the DfE (Promoting fundamental British values as part of SMSC in schools), November 2014.

This policy should be read in conjunction with

- Safeguarding and Child Protection Policy.
- Health and Safety Policy
- PSHEE Policy

### **Introduction**

As part of educating pupils the school frequently have speakers from the wider community who enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, encouraging them to think about their spirituality, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our pupils is to ensure that the information they receive they can critically assess as to its value to themselves and that the information is aligned to the ethos and values of the school and British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

We achieve this through the following protocols:

All requests for outside speakers must be discussed with the head of school.

The head of school will request that:

- An organiser for the visitor/speaker is provided who will be the liaison with school.
- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously will be carried out prior to confirming the visit.
- Whenever possible, a notice period of no less than one month is given prior to the speaker/visitor's proposed date at school.

- The organiser must ascertain that all information communicated by the visitor/speaker is lawful and that the information aligns to the values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to the school.
- The details about a visiting speaker must be agreed by the head of school with brief details provided about the speaker and the purpose clearly defined as to the information the speaker/visitor wishes to communicate.
- The speaker must be sent (by email if possible) the “Guidelines for visiting Speakers” document - see Appendix 1.

## Further guidelines

School safeguarding procedures apply and visiting speakers should be asked to supply photographic identity from their institution when they arrive in school. They will be issued with the safeguarding information for visitors to the school and will be asked to familiarise themselves with these. They will be issued with a visitors' badge which they must wear at all times.

Visitors must be accompanied at all times whilst they are on the school site. During the visit/talk the organising member of staff will ensure that at least one member of staff is present during the visit/talk, and usually all members of staff who would otherwise be teaching the class will be present. Members of staff that are present are required to monitor what is being said to ensure that it aligns with the values and ethos of the school and British values.

In the unlikely event that the speech does not meet this requirement, immediate action must be taken by the member/s of staff present to balance the information given, or end the talk/visit if required, and this must be reported to the head of school immediately after the talk/visit.

All visitors to the school should only use toilet facilities which have been designated for the use of visitors and staff only.

### Post speech/ visit evaluation

The speech/ visit is evaluated by the organiser as to whether it met the needs of our pupils. Should the visit/speaker not meet the needs of our pupils then this will be clearly communicated to the visiting speaker/institution by the head of school. Thank you letters/emails will be sent and travel expenses will be reimbursed for all visiting speakers, subject to prior approval. These must be arranged by the organising member of staff who originally invited the speaker. Approved of expenses is required from a member of the school senior leadership team prior to expenses being incurred.

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## Appendix 1

### Guidelines for Visiting Speakers

The school values visits from speakers that 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. Our responsibility to our pupils 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.

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.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Head of School.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

A speaker's attendance at the school will be deemed as an indication that they have read and understood these guidelines, and will fully comply with their contents.

All speakers should ensure that they bring photographic proof of ID with them on arrival for checking.