



# **Policy for Visiting Speakers**

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## Background

“Specified authorities will need to...[have] robust safeguarding policies in place to identify children at risk...These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised. (Prevent Duty Guidance in England and Wales HM Government July 2015)

Southern Academy Trust recognises the role that external agencies and speakers can play in enhancing the learning experiences of our pupils. Where we use external agencies and individuals in this way, we will positively vet them to ensure that their messages are consistent with, and not in opposition to, the school’s values and ethos.

## Our responsibilities

Southern Academy Trust will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Activities are carefully evaluated by schools to ensure that they are effective.

## Procedures

Any guest speakers or external agencies will be provided with a copy of our safeguarding procedures on arrival at the school and will be appropriately supervised at all times.

When an agreement is made to allow non-school groups or organisations to use the school premises, appropriate checks will be made before agreeing the contract. A signed agreement of the form in Appendix 1 will be returned with the premises booking form.

If you are inviting a speaker into school please be aware of the following guidelines:

- Any invited speaker should be approved by a member of the Leadership team and you should make it clear why the speaker has been chosen.
- Reasonable checks should be made on the suitability of the person; these may include internet searches and/or contacting other schools where the person has spoken previously.
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented.

- When booking the speaker ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- Discuss briefly the content of the presentation before the event; this may be on the day or beforehand.
- Talks and presentations should not be used to raise funds, without the prior written permission of the Headteacher/Principal.
- Visiting speakers must arrive at reception in good time to sign in, and must bring suitable identification.
- Visitors must be supervised at all times and not left alone with pupils.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

Appendix 1 –

Visiting Speaker/ Premises Hire Form to comply with Southern Academy Trust’s Policy for Visiting Speakers under Prevent Duty Guidance.

Name of person and/or organisation visiting school/hiring premises	
Date of visit/letting	
In the case of visiting speakers, please provide the contact person you are organising the visit with and their position within the school	
Give a description of what your visit entails along with the subject area. In the case of premises hire, please state the area of use and your activities.	
Please read the statements below and sign underneath to say that you have read and understood them.	
Any messages I communicate to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals. Any messages I communicate, do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.	
I understand that reasonable checks may be made on my suitability; these may include internet searches and/or contacting other schools where I have spoken/ hired premises previously.	
I understand that such talks and presentations will not be used to raise funds, without the prior written permission of the Headteacher/Principal.	
I understand that my presentation/activity can be brought to an early end, if the content proves unsuitable.	
Signed:	Dated: