



Visiting Speakers Policy

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Governors' Sub-Committee	Curriculum & Standards
Statutory Policy	No

Signed:  **Chair of Governors** Date: **Sept 2016**



PURPOSE

To safeguard and promote the welfare of children and young people and promote the expectation of all staff, teaching and non-teaching (including temporary and supply staff), governors and volunteers to share this commitment.

RESPONSIBILITY

Deputy Headteacher (Curriculum) and Assistant Headteacher (Designated Safeguarding Lead) and all staff.

PROCEDURE TO BE FOLLOWED PRIOR TO DAY OF VISIT

1. The Deputy Headteacher (Curriculum) (DH-C) must be informed at least three weeks in advance that a visiting speaker is to be invited to the school.
2. The member of staff requesting the visit must complete the Visiting Speaker Request Form (Appendix 1) and pass to the DH-C. The DH-C can then give outline authorisation for the speaker to be booked.
3. Following the DH-C giving provisional permission, the name of the intended speaker and details of any organisation represented must be forwarded to the Business Services Manager (BSM).
4. Once this information is passed on to the BSM, the process of vetting will begin.
5. The BSM will advise the DH-C of the vetting outcome. Final clearance for the visiting speaker can then be granted by the DH-C to the member of staff requesting the visit. If the School has any concerns during the vetting process, the BSM will advise the Designated Safeguarding Lead (DSL), who will pass any relevant information to the Local Authority Prevent officers.
6. The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form (Appendix 2) is read and signed. This needs to be completed, signed and returned to the BSM before the presentation can begin.

The form indicates a commitment to the following:

- The speaker must not incite hatred, violence or call for the breaking of the law.
- The speaker is not permitted to encourage, glorify or promote any acts of terrorism or individuals, groups or organisations that support such acts.
- The speaker must not spread intolerance in the community and thus aid in disrupting social and community harmony.
- The speaker must avoid insulting language that targets any social groups (such as religious, non-religious and LGBT etc) and must communicate within a framework of positive debate and challenge.
- The speaker must not promote a particular social group (such as religious, non-religious and LGBT etc) over another in line with the British Values policy.
- The speaker must adhere to the School's equal opportunities and safeguarding policies.
- The speaker is not permitted to raise or gather funds for any external organisation or cause without the written permission of the Headteacher.
- The speaker must not use foul or abusive language or language which may offend those listening, either intentionally or unintentionally.
- The speaker should be advised that they will be required to sign a Visiting Speaker Agreement Form before speaking. If requested, a copy of the Agreement Form will be sent to the speaker in advance of the presentation.



PROCEDURE TO BE FOLLOWED ON THE DAY OF THE VISIT

1. On arrival, the visiting speaker should be met in Reception, an ID badge issued and a member of school staff should remain with the speaker during the entire duration of their time in school.
2. Prior to the speech/presentation the Visiting Speaker Agreement Form must be read and signed by the visiting speaker and returned to the BSM.
3. During the speech/presentation, at least one member of staff must be present at all times.
4. Following the speech/presentation, the guest should be accompanied by a member of staff to Reception, where they should sign out and leave the premises.
5. The member of staff organising the visiting speaker should review and evaluate the address by the guest speaker and report any concerns to the DSL immediately.
6. If concerns are raised, the DSL will take action to address the concern in line with the School's Safeguarding Policy, including informing the Headteacher.
7. Records of Visiting Speakers will be maintained by the BSM.



APPENDIX 1: VISITING SPEAKER REQUEST FORM

Name of member of staff making request:	
Proposed date/time of event/lesson to be attended by visiting speaker:	
Proposed location for the event/lesson:	
Brief description of event/reason for visit:	
Target audience (teaching group, year group etc):	
Approximate audience number:	
Details of the visiting speaker (name and brief biography):	
If applicable, the name of the organisation the visiting speaker represents:	
Topic of the proposed presentation and short summary of content to be covered along with how this links to your curriculum:	

PLEASE RETURN THIS REQUEST FORM AT LEAST 3 WEEKS IN ADVANCE OF THE EVENT TO THE DEPUTY HEADTEACHER (CURRICULUM)

To be completed by the Deputy Headteacher (Curriculum):-

Provisional permission granted Yes/No. If denied, reasons for not granting approval:

Signed: _____

Date: _____



APPENDIX 2: VISITING SPEAKER AGREEMENT FORM

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, teaching and non-teaching (including temporary and supply staff), governors and visitors and volunteers to share this commitment.

Higham Lane School takes seriously its responsibility under section 175 of the Education Act 2002 and other guidance including 'Keeping Children Safe in Education' July 2015 relating to Child Protection, to safeguard and promote the welfare of children and to work together with other agencies to ensure that there are adequate arrangements within our school to identify, assess and support students.

Name of visiting speaker:

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Organisation (if applicable):

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The visiting speaker agrees to the following guidelines:

1. The presentation must be appropriate to the age and maturity level of the student audience.
2. Appropriate dress, language and behaviour are required at all times.
3. The presentation must not incite hatred or violence or call for the breaking of the law.
4. The visiting speaker must not use foul or abusive language or language which may offend those listening, either intentionally or unintentionally.
5. The visiting speaker is not permitted to encourage, glorify or promote any acts of extremist behaviour or individuals, groups or organisations who support such acts.
6. The visiting speaker must avoid insulting language that targets any social groups (such as religious, non-religious and LGBT etc) and must communicate within a framework of positive debate and challenge.
7. The visiting speaker must not promote a particular social group (such as religious, non-religious and LGBT etc) over another in line with the British Values policy.
8. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without written permission from the Headteacher.
9. To comply with the School's Equal Opportunities and Safeguarding Policy.

School staff have a responsibility and the right to interrupt and/or stop the presentation for any violation of this agreement.

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

Visiting speaker's signature: _____

Date: _____

Please return this form to the Business Services Manager.