



# Visiting Speakers Policy

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Statutory Policy	<b>No</b>

Signed: David Buckle

**Chair of Governors Date: March 2023**



## INTRODUCTION

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.

## PURPOSE

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, sections 406 and 407 of the Education Act 1996 which forbid political indoctrination and require schools to secure a balanced presentation of political issues 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.

## 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 undertake a basic Google search of the intended visiting speaker's name and complete the Visiting Speaker Request Form (Appendix 1) in full and pass to the DH-C. The DH-C can then give authorisation for the speaker to be booked.
3. 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 DH-C 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.
7. The School will not knowingly allow any visiting speakers who have demonstrated extreme views or actions to address the children or lead activities for them. The School will not knowingly allow visiting speakers or organisations to use the School premises if they have links to extreme groups or movements. Extremist views include the expression of racist or fascist views; inciting hatred based on religious interpretation, ideology or belief; promoting discrimination on the grounds of political opinion, age, colour, disability, ethnic or national origin, gender, marital status, race, religion or sexual orientation.

#### **PROCEDURE TO BE FOLLOWED ON THE DAY OF THE VISIT**

1. On arrival, the visiting speaker should be met in Reception and asked to provide photo ID in order to verify the speaker's identity. An ID badge will be issued and a member of school staff will remain with the speaker during the entire duration of their time in school.
2. Prior to the speech/presentation the Visiting Speaker Agreement Form (Appendix 2) must be read and signed by the visiting speaker and returned to the DH-C.
3. During the speech/presentation, at least one member of staff must be present at all times.
4. In the unlikely event that the talk/presentation does not meet with the requirements of the Visiting Speakers Agreement Form, School staff have the right and responsibility to interrupt and/or stop a presentation
5. Following the speech/presentation, the guest will be accompanied by a member of staff to Reception, where they should sign out and leave the premises.
6. 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.
7. 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.
8. Records of Visiting Speakers will be maintained by the DH-C.



### 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:

1. My presentation will be appropriate to the age and maturity level of the student audience.
2. I will dress and behave in an appropriate way for a school setting.
3. My presentation will not incite hatred or violence or call for the breaking of the law.
4. I will not use foul or abusive language or language which may offend those listening, either intentionally or unintentionally.
5. I will not encourage, glorify or promote any acts of extremist behaviour or individuals, groups or organisations who support such acts.
6. I will avoid insulting language that targets any social groups (such as religious, non-religious and LGBTQ+ etc) and will communicate within a framework of positive debate and challenge.
7. I will not promote a particular social group (such as religious, non-religious and LGBTQ+ etc) over another in line with the British Values policy.
8. I will not raise or gather funds for any external organisation or cause without written permission from the Headteacher.
9. I will 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 Reception.