

## Visiting Speaker Policy

We may invite speakers from all over the world to give talks to enrich our students' 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 students 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 student, 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 requests for an outside speaker to come into school should be approved by the Head or in his absence, the Deputy Head
- Speakers are approved by the Deputy Head who monitors attendance to ensure a balance of views over time
- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- Requesting the Visiting Speaker to outline the content of their presentation, either in writing or informally before the presentation begins

- Requesting the Visiting Speaker read and sign, Agreement and Guidelines for Visiting Speakers (see below)
- Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions – finding this out either through searches or word of mouth
- Visiting speakers are required to undergo safer recruitment checks appropriate to their role and in accordance with the School's risk assessment process and statutory guidance. This may include and is not limited to providing the School with photo ID, DBS number (where available) and adherence to the School's Safeguarding and Child Protection guidance. Refusal 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
- Maintaining a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- That an appropriate risk assessment is completed prior to the event (see below)
- Ensuring visiting speakers are accompanied at all times and are not left unsupervised with students at any point. For larger, multi-speaker events, where direct supervision is not possible e.g. Careers Fair, the risk assessment reflects this and ensures proportionate measures are put in place.
- During the Covid-19 Pandemic, visiting speakers may be remote, on platforms such as Google Meet, Zoom or Microsoft Teams. The Visiting Speaker Policy applies to 'remote' visitors too. It is important that a member of Leighton Park staff is present for the remote, online sessions, similar to accompanying them at all times if they were present at school. Visiting Speakers should be privy to our IT Acceptable Use Policy. Staff should thoroughly vet the content of the visiting speaker online presentations for their suitability before such content is presented to our students.
- In the unlikely event that the talk/presentation does not meet the school's requirements or should it contain content that is cause for concern, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. Where any such partisan views are expressed a speaker with opposing views will be arranged without delay.
- Conducting a post-event evaluation of how the visit met the needs of our students (see below)

Author: Nicky Hardy, Deputy Head  
 Sign off: Matthew Judd, Head  
 Date of last review: November 2020  
 Date of next review: November 2021  
 Publication: Z:\Policies\Current Policies\Visiting Speaker Policy  
 V:\School Policies\Visiting Speaker Policy  
<http://www.leightonpark.com/About/Policies>

## Agreement and Guidelines for Visiting Speakers

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.

**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 Head.
7. Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
8. The visiting speaker must provide the School documentation as requested by the School in accordance with statutory guidance and safeguarding requirements
9. School staff have the right and responsibility 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:

## Risk Assessment for Visiting Speaker/Event

Please pass this Form to EF 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)
<input type="checkbox"/> Tick to confirm that research (including an internet search) has 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"/> Tick to confirm that suitable ID, DBS and adherence to School Safeguarding Policy has been received/shown
Agreed by the Head/ Deputy Head Date
Post Event Evaluation