



## VISITING SPEAKER POLICY

This policy applies to the whole school, including the EYFS.

### Introduction

St Piran's often invites speakers from the wider community to give talks to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put in to their presentations.

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 should be read in conjunction with the School's Equal Opportunities and Safeguarding Policies.

### Overview

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such 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.

In fulfilling its Prevent Duty, the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

### School Protocol

**All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Headmaster.**

**The Organiser** will undertake a risk assessment before agreeing to a Visiting Speaker attending the School.

**The Organiser** will conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

**The Organiser** will obtain an outline of what the speaker intends to cover in advance of the Visiting Speakers visit. In some cases, the School may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.

**The Organiser** or a designated member of school staff will be present during the visit/talk, who will 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 talk/presentation does not meet this requirement, school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Headmaster as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present.

On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign the visitors' book.

The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy.

The School will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

If you have any queries regarding this Policy, please contact the Headmaster

<b>Reviewed By:</b>	<b>Headmaster</b>
<b>Date:</b>	<b>October 2017</b>
<b>Next Review Date</b>	<b>October 2018</b>

## Agreement and Guidelines for Visiting Speakers/Workshops/Events

Thank you for agreeing to talk to or lead our students for this event. In order to ensure compliance with our aims and ethos we take great considerable care in assuring the respect of the diverse views and values of all our pupils. Furthermore we seek to ensure that we do not undermine the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

**Name of Visiting Speaker** \_\_\_\_\_

**Speaker's Organisation (if applicable)** \_\_\_\_\_

The visiting speaker agree to the following terms and conditions:

1. The event is appropriate to the age and maturity level of the pupil audience
2. The content must not incite hatred, violence or call for the breaking of the law.
3. The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisations that support such acts.
4. The 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 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 the express permission of the Headmaster.
7. Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
8. **School staff have the right and responsibility to interrupt and/or stop the presentation/event for any violation of this agreement**

I confirm that I have read these guidelines and agree to abide by them

Visiting Speaker's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(To be retained with the Risk Assessment for Visiting Speakers)

## Risk Assessment for Visiting Speakers

This form is to be completed by the organiser, signed off by the Headmaster before the event takes place and given to the Headmaster's PA for recording and retention

	Action	Details
	<b>Details of the arrangements</b>	
1.	Name of the staff member responsible for booking the Visiting Speaker.	
2	Name of Visiting Speaker.	
3	Date of presentation.	
4	Audience details.	
5	Confirm that: <ul style="list-style-type: none"> <li>the Visiting Speaker Policy has been sent to the Visiting Speaker</li> <li>The Visiting Speaker has signed the agreement declaration</li> </ul>	
6	Outline of content of the event	
7	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc).	
8	Are you satisfied that the content seen in response to 6 & 7 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty? <i>(If such concerns exists, refer the matter to the designated safeguarding lead (DSL)).</i>	Yes                      No (refer to DSL)
9	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	

Signed \_\_\_\_\_ Date \_\_\_\_\_

Countersigned by Headmaster

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Signed Risk Assessment to be retained by Headmaster's PA**