



## **Visiting Speaker Policy**

## **Rationale:**

We often invite speakers from our local and wider community to supplement our teaching and enrich our learner's experience of school. Visitors often bring a different perspective and if chosen carefully, can be motivating and inspirational.

We are very mindful that we have a responsibility to our learners to ensure that any information that is shared is aligned to the ethos and values of Longridge School, and British Values of democracy, the rule of law, individual liberty and mutual respect of those with different faiths and beliefs. Our policy is drawn up with regard to the Government's Prevent Duty guidance and the school's safeguarding obligations.

The 'Prevent' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DFE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers are suitable and are appropriately supervised. This policy should be read in conjunction with our Safeguarding and Child Protection Policy.

## **Our approach:**

Approval is first obtained from the Head Teacher – once it has been established why the speaker is visiting and what the content of the presentation is;

- The Head ensures that appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously is carried out
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented
- A risk assessment is carried out prior to the presentation
- The Head Teacher is responsible for reading the presentation material before the day of the actual presentation
- A document for the speaker to read and sign, to 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.
- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Head Teacher
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification including photo ID. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present
- Visitors must be supervised at all times and not left alone with learners
- Visiting speakers should understand that at least one member of staff will be at their presentation and they will have the responsibility of bringing the presentation to an early end, if the content proves unsuitable
- After the presentation, a brief evaluation will be completed (on the original risk assessment form) which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future.
- Once a person has visited a school, future checks will still be carried out but will be proportionate.

Last Reviewed	May 2021
Next review due	May 2024
Reviewed by	Head Teacher