



# Fyling Hall School

## Visiting Speakers Policy

This policy works in conjunction with the following key policies and document to safeguard the health and wellbeing of all our children;

- The School's Safeguarding and Child Protection Policy
- The Prevent Policy
- Keeping Children Safe in Education - DFE 2015

We often invite speakers from the wider community to give talks to enrich the 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. Our responsibility to our pupils 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.

### **Procedure**

When booking a guest speaker or a curriculum enrichment activity the organiser should use the following procedure:

- All requests for outside speakers require the prior approval of the Headmaster or member of the Executive team.
- A 'Visiting Speakers Checklist & Risk Assessment' should be completed particularly in relation to safeguarding & the Prevent Duty. This will include:
  1. An outline of what the speaker intends to cover should be obtained in advance of their visit.
  2. Research should be conducted on the person/organisation to establish whether they have demonstrated extreme views/actions.
- All visiting speakers to have a nominated point of contact at the School (usually the Organiser).
- All visitors should be instructed to sign in at the School Office and wait to be collected by the assigned supervisor.
- 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.
- Visiting speakers sign the 'Visiting Speaker Agreement' form as acceptance of the School's terms and conditions.
- When completed the Agreement and Checklist forms should be submitted to the office.
- Ensuring visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point.
- If required complete the evaluation section of the checklist particularly if there are any problems with the content/visitor or issues to think about in the future.



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### **Visitor Speaker Agreement**

In order to safeguard our children we expect all visiting speakers to read, sign and adhere to the terms and conditions in the 'Visiting Speakers Agreement'. The terms and conditions are:

- The presentation must be appropriate to the age and maturity level of the pupil audience.
- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisations that support such acts.
- 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.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmaster.
- Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
- Visiting speakers should report to the School Office on arrival to sign in and wait to be collected by the nominated contact. When leaving return to the School Office to sign out.
- Visiting speakers are accompanied at all times and are not left unsupervised with pupils.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

Completed 'Visiting Speakers Checklist & Risk Assessment' and 'Visitor Speaker Agreement' will be submitted to the School Office where they will be centrally stored.

Updated: February 2016 by S Allen

To be reviewed by February 2017