

Including Sandford, our Early Years Foundation Stage provision

Visiting Speaker Policy

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.

The 'Prevent' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers', DfE, July 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

The protocols are:

- All visiting speakers to have a nominated point of contact at the School (the Organiser).
- All requests for outside speakers require the prior approval of the Principal, Vice Principal or Head of Junior School. The Organiser will submit an Event Authorisation form.
- The Organiser must obtain an outline of what the speaker intends to cover in advance of their visit.
- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions. The Prevent guidance defines extremism as "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces".
- People/organisations will not be allowed 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.
- The Organiser will ensure that visiting speakers sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the School's terms and conditions.
- The Organiser will conduct a risk assessment in relation to the Prevent Duty.
- A formal register of all visiting speakers will be maintained.
- The Organiser will ensure that visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point.
- The Organised will conduct a post-event evaluation of how the visit met the needs of our pupils. In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.
- 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.

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Agreement & Guidelines for Visiting Speakers

Thank you for taking the time to talk to our students. In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, we exercise great care in assuring the respect of the diverse views and values of all pupils.

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 Principal.
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 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:

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Risk Assessment for Visiting Speaker/Event

For Junior School and Sandleford Please send this form to the Head of Junior School or Sandleford Manager a week before the event (with or without the agreement form). Please also send a copy to the Compliance Coordinator to include in the visiting speaker register.

For Senior School- Please send a copy to the Compliance Coordinator a week before the event.

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
Name of Staff member acting as Event Organiser
I confirm that I have obtained such formal or informal background information about a visiting speaker as is reasonable in the circumstances, including an internet search, to decide whether to invite and/ or permit a speaker to attend the school. In doing so the school will always have regards to the Prevent Duty Guidance and the definition of extremism (given above). <input type="checkbox"/>
Tick to confirm that the Speaker has signed the Agreement and Guidelines Form <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"/>
Not due to be held on school property <input type="checkbox"/>
Tick to confirm that the event authorisation form has been authorised by Vice Principal <input type="checkbox"/>
Date
Post Event Evaluation

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Date And Version	24/4/17 (1.0.1)
Change History 23/4/17	Definition of extremism inserted. Instructions for completion of risk assessment amended. Wording of checks amended.