

# Visiting Speaker Guidance Document

We often invite speakers from our wider community to give talks to enrich our pupils' experience of the academy, 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 academy and pupils 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 academy 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 document is to set out the academy legal obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers. This guidance document was therefore drawn up having had regard to the Government's Prevent Duty guidance and the wider academy 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 educational settings to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

This document draws from information in the Trust's Safeguarding and Child Protection Policy.

The protocols are:

- All visiting speakers to have a nominated point of contact at the academy (the Organiser)
- The organiser must have a conversation with the **visiting speaker** well in advance of the visit. The conversation requires the organiser to ascertain the information the visiting speaker wishes to communicate, 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 academy
- The organiser must send a copy of this 'Visitor Speaking Guidance Document' to the speaker in advance of their visit.
- The organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable.
- Staff must refuse to allow people/organisations to use academy premises if they have links to extreme groups or movements. Justification of the academy decision will be provided to the person/organisation in writing
- Visitors to provide photo ID upon arrival at the academy, the organiser should check this and verify the speaker's identity.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- Visiting staff must sign in at the main academy reception and wear their visitor badge and lanyard at all times.
- Visiting speakers should refrain from personal or sales promotion.
- **In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for visiting speakers, academy staff have the right and responsibility to interrupt and/or stop a presentation**
- The organiser will feed back to the visiting speaker at a convenient time to review how the visit met the needs of our students.

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