

Pol45 – Visiting Speakers Policy



We often invite speakers from our wider community to give talks to enrich our 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. Both the School 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 School 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 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 was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider 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 schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
 - Requesting the Visiting Speaker to complete the Visiting Speaker at Olive School Form, which asks them to outline the information they wish to communicate to ensure it is appropriate to the age and maturity of the pupils to be in attendance, does not undermine British values or the ethos and values of the School.
 - Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions
 - 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
 - Maintaining a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.
 - Visitors to provide photo ID upon arrival at School
 - Ensuring visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation
- Conducting a post-event evaluation of how the visit met the needs of our students.

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Visiting Speaker at Olive Secondary School

Name of Speaker

Speaker Contact Details

Date of Proposed Visit

Name of Contact at Olive

Reason for Visit

Please outline below the information you wish to communicate in your talk to Olive Secondary School students:

Please sign below to confirm:

- That the information you have provided is true and accurate
- That you agree to the 'Guidelines for Visiting Speakers' overleaf.
- That you will bring valid photo ID (Driving Licence or Passport) with you on the day as proof of your ID.

Signature:

Date:

Please now send this form back to your contact at Olive Secondary School (the Organiser) as soon as possible.

For Olive Staff Use Only:

Signature of Organiser Date:

Approved by Proprietor Date:

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Guidelines for Visiting Speakers

The School values visits from speakers that enrich our students' 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 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 School and British Values.

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As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
4. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Proprietor.
6. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.