



Visiting Speakers Policy

**Head Office
42 - 46 Harmer Street
Gravesend
Kent
DA12 2AX**

The school believes it is important to invite visitors to the school to make a presentation to the pupils on a wide range of subjects, to either introduce or broaden their understanding of a particular topic. The school recognises the importance of utilising visiting speakers to engage with the pupils in order to encourage critical thinking and to encourage informed debate. The school endeavors to invite visiting speakers to make presentations in accordance with upholding British Values and any other ongoing cultural programme that the school is undertaking.

This Policy may be used in conjunction with the Provider Access Policy

Permission should be granted in writing by the Headteacher or member of the Senior Management Team (SMT) before any speaker is asked to come into school.

The Headteacher and/or members of the SMT should be given a clear outline of the content of the talk, by the visiting speaker, prior to any agreement being made to host them. The Headteacher and/or members of the SMT have the right to request amendments be made to the content of the talk for the benefit of the ethos school and/or the requirements of the pupils.

Any content produced as part of the presentation made by the visiting Speaker to the school will be the intellectual property of ALP schools. The visiting speaker must agree, in writing, not to use this material outside of the school and must not upload this content on any website or publication without prior express written permission of the school.

Prior to granting authorisation to the speaker to attend the site, the school must undertake an evaluation as to whether the content of the talk will uphold the values of the Equality Act 2010, the Prevent Duty 2015, Keeping Children Safe in Education DfE 2015 and other relevant safeguarding obligations.

The school will assess the suitability and effectiveness of input from external visitors to ensure that: Any messages communicated to pupils by the visiting speaker will support fundamental British Values and the school values.

- That the content of the presentation will be consistent with the ethos of the school and will marginalised any communities, groups or individuals
- Any messages communicated to students will not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- The content of the presentation will be related to the curriculum and not contain any contradictory messages or duplication of information contained within the curriculum.
- That the content of the presentation is matched to the needs of pupils.

Where it is not possible to agree the content of the talk in advance, permission will not be granted to the speaker to attend the site.

The speaker must also be vetted in advance of their visit, in order for the school to abide by the relevant safeguarding legislation.

Procedure to follow prior to granting permission to a Visiting Speaker:

- The school will vet the character of the speaker and the content of their talk
- Should the school agree to host the speaker, arrangements will be made to confirm the date and time of visit.
- Verify what equipment they may bring with them and undertake a risk assessment.
- Verify the identity and vet any individuals who may be attending the talk with the visiting speaker i.e. co presenters and/or companions
- Nominate a point of contact with the SMT.

It is imperative that the SMT outline the needs of the pupils to the visiting speaker (and their companions) in advance of the visit to ensure that the welfare of the pupils is maintained at all times.

Where permissions is granted to a visiting speaker (and their companions) on the day of the visit, the following procedure must apply:

- The speaker (and their companions) must report to school reception before entering the premises
- At reception, the speaker must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in
- All visitors will be required to wear a label/badge at all times whilst on site.
- Visitors will be escorted to the point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- The point of contact should reiterate the specific needs and requirements of the pupils who will be attending the talk/presentation and make them aware of any intervention strategies or support that the school has in place for the pupils, whilst ensuring that the confidentiality of the pupils is maintained.
- Visitors must not be allowed to take photographic images of any pupils without obtaining prior written agreement from the school.
- At no point should a visitor be left on their own with children.
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception and sign out accordingly.
- The school will endeavor to conduct a post-event evaluation of how the visit met the needs of the school.

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During the presentation, a member of the SMT and the point of contact must be at attendance. The school reserves the right to halt the presentation at any time.

The school will do all it reasonably can to support the welfare and safety of the visiting speaker (and their companions) at all times whilst on site, in accordance with health and safety and equality obligations.

Any content produced as part of the presentation made by the visiting Speaker to the school will be the intellectual property of ALP schools. The visiting speaker must agree, in writing, not to use this material outside of the school and must not upload this content on any website or publication without prior express written permission of the school.

Visiting Speaker Agreement

Name of visiting speaker

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Organisation (if applicable)

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..... The visiting speaker (and any companion) agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the pupil audience and the content must be compliant with Equality, Safeguarding and Prevent Duty obligations.
2. Activities and presentation content must be properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
3. Any activities must be matched to the abilities of the pupils.
4. Compliance with the School's Equal Opportunities, Safeguarding Policies, Prevent Duty is required at all times whilst on school site.
5. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism or violence, nor should the speaker encourage or glorify breaking the law. The speaker must not support or promote any individual, group and/or organisation that support such acts.
6. The visiting speaker must not spread hatred and intolerance of any group/s in the community and must endeavour to promote social and community harmony.
7. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher or a member of the SMT.
8. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
9. Visiting speakers must not take any photographic images of the pupils without express written agreement of the school
10. Any content produced as part of the presentation made by the visiting Speaker to the school will be the intellectual property of ALP schools. The visiting speaker agrees not to use this material outside of the school and must not upload this content on any website or publication without prior express written permission of the school

I have read these guidelines and agree to abide by them at all times.

Visiting speaker's signature:

Date:

Name of companion:

Date: