



ALLEESTREE
WOODLANDS
SCHOOL

Visiting Speaker Policy

DATE OF POLICY ADOPTION BY GOVERNORS:	28 th February 2022
AUTHOR/S OF POLICY:	Adey Greaves
DATE OF LAST REVIEW:	28 th January 2022
DATE OF NEXT REVIEW:	February 2025

Enabling aspiration and achievement through delivery of a knowledge-rich curriculum underpinned by our CORE values:

COURAGE

OPTIMISM

REGARD

ENDEAVOUR

Visiting Speakers' Policy

We often invite speakers from our wider community to give talks to enrich our students' experience of school, providing them with information which 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 students greatly appreciate the time and effort which 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 presented is in sympathy with the ethos and values of the School and the tenets of the School, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as "British Values").

The purpose of this policy is to set out the School's obligations when using visiting speakers and what the School expects from visiting speakers. This policy has been drawn up with due 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, updated April 2021) (<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.

The Protocols:

- All visiting speakers must have a nominated point of contact at the school (the Organiser).
- The visiting speaker must complete the Visiting Speaker Information Form.
- Research must be undertaken on the person/organisation to establish whether they have demonstrated extreme views/actions.
- The School can refuse to allow people/organisations to use school premises if it is suspected or proven that they have links to extreme groups or movements.
- A Register of all visiting speakers will be kept. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visiting speakers will provide photo ID upon arrival at School and a copy will be retained in the Visitor File.
- Visiting speakers should be accompanied at all times and should not be left unsupervised with pupils at any point.
- School staff have the right and responsibility to interrupt and/or stop a presentation, should it not meet the criteria outlined above

A form to aid the adherence to this policy is included below.

Visiting Speaker

Name of Organiser in School	
Name of Visiting Speaker	
Contact Details (Address & Telephone no.)	
Date of Proposed Visit	
Purpose of Visit	
Permission given by Head/Deputy Head	Signed: _____ Date: _____
Details of research undertaken on the person/organisation to establish whether they have demonstrated extreme views or actions.	
Visitor ID seen and photocopy taken for Visitor File?	
Visitor signed in?	
Visitor informed of relevant child protection policies?	

DOMESTIC

Meal Required?	
Accommodation Required?	

Visiting Speaker Information Form

Name of Speaker	
Speaker Contact Details	
Date of Proposed Visit	
Purpose of Visit	
Please outline below the information you wish to communicate in your talk to Ackworth School pupils:	
<p>Please sign below to confirm:</p> <ul style="list-style-type: none"> • 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 identity 	
Signature	Date

Please now send this form back to your contact at Allestree Woodlands School (the organiser) as soon as possible.

For Allestree Woodlands School Staff Use Only:

Signature of Organiser	Date
Approved by Head/Deputy Heads	Date

Guidelines for Visiting Speakers

The School values visits from speakers who enrich and broaden our pupils' experience and knowledge. They provide them with information which helps them make decisions at different phases of their education, widens their understanding of world and global issues, and provides 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 in sympathy with the ethos and values of the School and the tenets of the School, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as "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 which 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 or cause without express permission from the Head.
6. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of the agreement.