



## Visiting Speakers Policy

Governors Approved: 

Date Approved: September 2022

To be reviewed: September 2024

## Visiting speakers Policy

Causeway Green Primary, in line with the Prevent Duty, has an expectation that we will follow set guidelines when inviting a visiting speaker into school.

“Specified authorities will need to have robust safeguarding policies in place to identify children at risk. These policies should set out clear protocols for ensuring that any visiting speakers-whether invited by staff or children-are suitable and appropriately supervised”.

(Prevent Duty Guidance in England and Wales HM Government July 2015, updated 2021)

These are the procedures Causeway Green Primary will follow before, during and after any visiting speaker is admitted to our school:

- In the first instance, we need to have a clear understanding of the purpose of the visit and this must have approval from J. Shingler-Head Teacher.
- A list of appropriate checks on the suitability of the person, (if necessary involving internet searches/contacting other schools the person may have visited)
- A document for the speaker to read and sign to ensure they fully understand our school’s equality commitments and that they will at no time make any statements which may cause offence, undermine tolerance of other faiths or beliefs; not use any extremist material.
- There will be an expectation that the speaker will discuss with staff, the content of their presentation before the day on which the presentation is to take place and any adjustments will be made.
- Any talks will not be used to raise funds for the speaker without prior permission from the Headteacher.
- Visiting speakers must arrive in good time for their presentation and present suitable identification ie DBS etc.
- Visitors must be supervised at all times and not left alone with pupils.
- Visiting speakers must understand that should the content of their presentation become unsuitable, that their presentation will be brought to an early conclusion.
- All information regarding the visiting speaker will be recorded on a suitable proforma at time of booking visit.
- Following the presentation, an evaluation form should be completed to include staff feedback, any areas of concern regarding subject or comments, and whether the visiting speaker should be booked again in future. If a visiting speaker is to return, further checks should be proportionate.

Visiting speaker form-Appendix A

(This form should be completed and returned to J. Shingler by visit organizer, for approval)

Name of school organizer:

Name of visiting speaker:

Organisation:

Organisation address:

Telephone number:

Email address:

Date and time of visit:

Please explain below:

- Reason visiting speaker is coming into school
  
- Topic/s to be covered (copy of visiting speakers intended presentation should be attached)
  
- Intended outcome

Has a variety of appropriate checks on the suitability of the person (may include internet searches and/or contacting previous venues where visiting speaker has attended been carried out?)

Please list any searches below

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The visiting speaker has declared that they fully understand the need to abide by the equality commitments of Causeway Green Primary School: that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs: and there must be no extremist material Y/N

I authorise for this speaker to deliver a talk/presentation at Causeway Green Primary School on \_\_\_\_\_ based on the information detailed on this form.

Name \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Headteacher

Visiting Speaker Declaration-Appendix B

(This form should be returned to the Headteacher by the visit organizer)

- I understand that my presentation will be brought to an early conclusion if the content proves unsuitable
- I understand that I must be supervised at all times and not left alone with students. (The speaker may be exempt from this if it has been confirmed that the appropriate checks have been carried out for 'Regulated' activity to take place)
- I understand that the talk/presentation will not be used to raise funds without prior permission of the Headteacher
- I understand that I will be expected to hold a discussion with staff regarding the content of the presentation, prior to the event taking place
- I understand that I must arrive in good time and must bring suitable identification e.g. passport/photo driving license
- I understand the need to abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material

Name

Guest Speaker

Signed

Guest Speaker