



POCKLINGTON CE (VC) INFANT SCHOOL

Visiting Speakers Policy

Date Reviewed:	2022
Date Due for Review:	2025
Contact Officer:	Dr Lynn Bartram
Approved By:	Governors

We often invite speakers from our wider community to give talks to enrich our pupils' experience of school, 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 into 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). All requests for outside speakers require the prior approval of the Headteacher.
- The organiser must obtain an outline of what the speaker intends to cover in advance of their visit. Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions.
- Staff must refuse 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
- Conducting a risk assessment in relation to the Prevent Duty.
- Maintaining a formal register of all visiting speakers.
- Ensuring visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point.
- Conducting a post-event evaluation of how the visit met the needs of our pupils

Risk Assessment for Visiting Speaker/Event

Please pass this Form to the Headteacher a week before the event (with or without the agreement form)

Name of the Event and Speaker;
Date of the Event;
Nature of Event (talk, demonstration to the children, interactive learning, etc);
Outline of the Content of the Event;
Point of Contact (member of staff organising the event);
Tick to confirm that research been carried out on the Speaker and the organisation they are affiliated to;
Tick to confirm that the Office has been informed of the Speaker in order that they can be added to the Register of Speakers which will be held in the Office
Tick to confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises
Agreed by the Headteacher
Date
Post event evaluation;

