



Fowey River Academy

Visiting Speaker Policy



Visiting Speaker 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. 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.

The "Prevent" statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*), DfE, June 2015) 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 are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- Requesting the Visiting Speaker to complete the **Fowey River Academy Visitor Approval Form**, which asks them to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (attached to the form)
- Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions
- Refusal to allow people/organisations to use our premises if they have links to extreme groups or movements. Justification of the Academy'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
- 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
- Conducting a post-event evaluation of how the visit met the needs of our students
- Publishing, in advance, dates of visiting speakers, via our website.

1.0 Procedure to be followed prior to day of visit

1.1 Senior staff responsible for the event must be informed in advance that a Visiting speaker is to be invited to the Academy. When looking at inviting an outside speaker the following information should be provided:

- Brief description of booking
- Group Size
- Name and Contact Details of the person making the booking
- Start and End Time of the Event
- Contact Details for External Speaker
- Brief Biography of the Speaker

The senior member of staff can then give outline authorisation for the Speaker to be booked.

1.2 The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form is read and signed. This needs to be completed, signed and returned to the Academy before the presentation can begin. The Form indicates a commitment to the following:

- The speaker must not incite hatred, violence or call for the breaking of the law
- The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- The speaker must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
- The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
- The speaker must adhere to the School's Equal Opportunities and Safeguarding Policies.
- The speaker is not permitted to raise or gather funds for any external organisation or cause without the express permission of the Principal.
- The speaker should be advised that they will be required to sign an agreement before speaking. If requested, a copy of the agreement will be sent to the speaker in advance of the presentation.

2.0 Checklist to be followed on the day of the visit

		TICK	STAFF CODE
2.1	On arrival the visiting speaker should be met at reception, an ID badge issued and a Member of School Staff should remain with the speaker during the entire duration of their time in school.		
2.2	Prior to the speech/presentation the Visiting Speaker Agreement Form must be read and signed by the visiting speaker		
2.3	During the speech at least one member of staff will be present at all times.		
2.4	The Academy will not permit separation by gender at any school events unless there is reasonable justification to do so.		
2.5	Following the address/assembly the guest should be accompanied by a Member of Staff to the School Reception where they should sign out and leave the premises.		
2.6	The member of staff organizing the visiting speaker should review/evaluate the address by the guest speaker and report any concerns to the Designated Safeguarding Lead immediately.		
2.7	If concerns are raised, the DSL will take action to address the concern in line with the Academy's Safeguarding Policy.		
2.8	Records will be maintained and necessary parties, including the Principal and the Trust, will be informed.		

3.0 Venue Booking

3.1 The Academy will follow its guidelines [see Venue Booking Policy] when there is a request to book the School Hall as venue.

4.0 Monitoring and Evaluation

4.1 The DSL Member and Principal will be responsible for ensuring that this Policy is monitored and evaluated regularly, as part of the RIG process. This will be undertaken through formal audits of applications made and a yearly review will be presented to the Principal and reported to the Trust.

REQUEST FOR PRIOR APPROVAL FOR VISITING SPEAKERS

Name of Teacher/Member of Staff making request:	
Proposed Date of Event/Visiting Speaker	

Brief Description of Event/Reason for Visit:

Target Audience [Teaching Group/Year Group etc]:

Approximate Audience Number	
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Details of Visiting Speaker [Brief Biography]:

Topic of the Proposed Presentation and Short Summary of Content to be covered:

If applicable the name of the organisation the visiting speaker represents:
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Prior Approval Granted/Denied [Please delete/highlight as necessary]

If denied, reasons for not granting approval:

DSL's Signature:

Date:

Appendix 2

AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

In order to maintain a clear focus on our main priority of Teaching and Learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all students.

Name of Visiting Speaker	
Organisation [If Applicable]	

The Visiting Speaker agrees to the following Terms and Conditions:

1. The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language, and behaviour are required at all times.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The Visiting Speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
4. The Visiting Speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
5. The Speaker must demonstrate a commitment to adhere to the School's 'No Place for Hate' Policy.
6. The content of the speech/presentation must contribute to preparing students for life in Modern Britain.
7. The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
8. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.
9. Compliance with the School's Equal Opportunities and Safeguarding Policies and Prevent Duty.
10. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

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

Visiting Speaker's Signature:

Date:

Fowey River Academy

Windmill Fowey Cornwall PL23 1HE

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