



**The Marlborough Science Academy  
Visiting Speaker Policy – GP51**

<b>Responsible Governing Body Committee:</b>	<b>Personnel Committee</b>
<b>Policy type:</b>	<b>Additional</b>
<b>Date of Origin:</b>	<b>February 2016</b>
<b>Adopted by:</b>	<b>Full GB</b>
<b>Author:</b>	<b>Mark Fitzgibbon</b>
<b>Location:</b>	
<b>Filename:</b>	

<b>Review Due Date</b>	<b>Review Completed</b>	<b>Amendments Y/N</b>
February 2017	Y	Y
February 2019		

**Other policies/procedures linked to this policy:**

Child Protection and Safeguarding Policy GP11  
 Whole School Behaviour Policy GP23  
 Teaching and Learning Policy GP38  
 Equal Opportunities GP09  
 Preventing extremism and Radicalisation Policy

**Status:****Additional****Introduction**

It is often invaluable for us to use visiting speakers to enhance the curriculum. However, the use of an external speaker should be carefully planned for and clear guidance given to them before they meet the children. It is essential that they are made aware of the schools commitment to British values and the work of the Prevent Strategy.

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 students, are suitable and appropriately supervised.

**Purpose**

The purpose of this Policy is to set out the School’s legal obligations and safeguarding when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.

The School will undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant.

Visiting speakers will be expected to understand that where appropriate their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the School may request a copy of the Visiting Speaker’s presentation and/or footage in advance of the session being provided.

Visiting Speakers should understand that whilst on the School site, they must be supervised by a School employee and follow the school’s code of conduct.

The School shall also keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School’s Data Protection Policy.

There should be clear guidelines provided by the speaker for the content of the speaker’s input and these should be used to inform the planning of the visit as well as any preparatory or follow-up work to be done.

The visiting speaker should be provided with information on the appropriate key stage, the age of the students, the approximate number of the students in the group, any special needs

requirements of the students, the venue where the session will take place as well as any resources that may be required.

The date, time and duration of the session should be confirmed with the visiting speaker.

The speaker and the school should agree and plan for a teacher to be present throughout the visit so he/she is able to deal with any follow up questions or concerns.

Refusal 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.

It is recommended that there is an opportunity for evaluation after the session and the content discussed between the visiting speaker and the teacher to ensure the visit met the needs of our students and leads to effective visits in the future.

Upon arrival at school

The visitor should go to re where they will sign in.

They will need proof of identity with them, which will be checked by a member of the office staff.

If they hold a current DBS Certificate the school should have sight of this.

They should be given the appropriate coloured lanyard for visitors

They should be met at the office by the member of staff who has organised the visit.

They should be accompanied at all times by a member of Marlborough staff.

At the end of their visit they should sign out at reception.

	Risk Assessment Action	Details
	Details of the arrangements	
1.	Name of the staff member responsible for booking the Visiting Speaker	
2.	Name of Visiting Speaker	
3.	Visiting speaker contact details	
4.	Date of presentation	
5.	Audience details	
6.	Has the Visiting Speaker's Policy been sent to the Visiting Speaker?	Yes No
7.	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	
8	Details of presentation to be provided	

- Signed Date .....
- .....
- Countersigned by [Head/Senior Leader]
- Signed Date .....
- .....