

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>
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<b>Adopted by:</b>	<b>Full GB</b>
<b>Author:</b>	<b>Mark Fitzgibbon/Doug Eve</b>
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<b>Review Due Date</b>	<b>Review Completed</b>	<b>Amendments Y/N</b>
February 2017	February 2017	Y
February 2018	October 2022	Y
October 2023	October 2023	Y
October 2024		

**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

## 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. Both the School and students 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 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) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or students, are suitable and appropriately supervised. This guidance can be found here, <https://www.gov.uk/government/publications/prevent-duty-guidance>.

The School will undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend the School. This will consider 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 the school main reception where they will sign in.
- They will need photo identification 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 always accompanied by a member of Marlborough staff.
- At the end of their visit, they should sign out at reception.

## Risk Assessment for Visiting Speakers

	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	
9.	Any cause for concern in relation to the Prevent Duty?	Yes No
10.	Do you consider that there are any circumstances which give rise to any safeguarding concern regarding the Visiting Speaker?	Yes No

Signed .....

Date.....

Countersigned by [Head/Senior Leader]

Signed .....

Date.....