

Visiting Speakers Policy

Date: 25/05/2022

Review Date:25/05/2024

At Lime Academy Forest Approach, we sometimes 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.

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 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 that will be a Senior Leadership member
- The point of contact will enquire about the full programme of the material prepared by the speakers.
- The organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions. Any evidence of this research should be submitted to the Headteacher.
- 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
- Visitors to provide ID upon arrival at School, the organiser should check this and verify the speaker's identity.
- The visiting speaker must sign in at Reception where they will be issued with a visitor's badge which they must wear throughout their visit. Before leaving the site, the visiting speaker will be required to sign out at the school's reception.
- Visiting speakers that have not presented DBS are to always be accompanied and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation
- The organiser will conduct a post-event evaluation of how the visit met the needs of our pupils