



Elstree School

Including all of the Pre-Prep Department and Early Years
Foundation Stage

Visiting Speaker Policy

Person responsible for Policy: **SCA** Responsible Governor: **Emma McGrath**

Date of last revised: November 2022

Date to be revised: November 2024

Elstree School is a Company Limited by Guarantee No 690450 (England)

Registered Charity No 309101

Visiting Speakers

This Policy has been written with due regard to Departmental Advice for schools from the DfE (Promoting fundamental British values as part of SMSC in schools), November 2014.

This policy should be read in conjunction with the school's Safeguarding and Prevent Policy and Recruitment, Selection and Disclosures Policy.

At Elstree, we frequently have speakers from the wider community who enrich our pupils' experience of school, providing pupils with information that helps them make decisions at different phases of their education, encouraging them to think about their spirituality, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that the information they receive they can critically assess as to its value to themselves and that the information is aligned to the Christian ethos and values of the school and British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

This is achieved through the following procedures:

All requests for outside speakers must be discussed with the Deputy Head.

The Deputy Head will request that:

1. An organiser for the visitor/speaker is provided who will be the liaison with school.
2. Whenever possible, a notice period of no less than one month is given prior to the speaker/visitor's proposed date at school.
3. The organiser must ascertain that all information communicated by the visitor/speaker is lawful and that the information aligns to the values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to the Deputy Head.
4. A Risk Assessment will be undertaken on all visiting speakers must be agreed by the Deputy Head (appendix 2) in advance of their attendance.
5. The speaker must be sent (by email if possible) the "Guidelines for visiting Speakers" document that is appended to this policy (appendix 1).

Further guidelines

School safeguarding procedures apply and visiting speakers should be asked to supply photographic identity from their institution when they arrive in school. They will issued with the Safeguarding information for visitors via the Front Office and will be asked to familiarise themselves with these.

They will be issued with a visitors' badge which they must wear at all times.

Visitors must be accompanied at all times whilst they are on the school site.

During the visit/talk the organising member of staff must ensure that there is at least one Elstree member of staff is present during the visit/talk, who is required to monitor what is being said to ensure that it aligns with the values and ethos of the school and British values.

In the unlikely event that the speech does not meet this requirement, immediate action must be taken by the member of staff to balance the information given and this must be reported to the Deputy Head/ Headmaster immediately after the talk/visit.

All visitors to Elstree should only use toilet facilities which have been designated for the use of visitors and staff only.

Post speech/ visit evaluation

The speech/ visit is evaluated by the organiser as to whether it met the needs of our pupils. Should the visit/speaker not meet the needs of our pupils then this will be clearly communicated to the visiting speaker/institution by the Headmaster.

Thank you letters/emails are sent and travel expenses are reimbursed for all visiting speakers. These must be arranged by the organising member of staff who originally invited the speaker.

Guidelines for Visiting Speakers

The School values visits from speakers that 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 pupils 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) (<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.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Headmaster or Deputy Head.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

Your attendance at the School will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.

Please ensure that you bring photographic proof of ID with you on arrival for checking.

Risk Assessment for External Visiting Speakers to the School

Elstree School

Risk Assessment for External Visiting Speakers to the School

Name of Visitor:	
Class or person they will be visiting	
Member of Staff Arranging Visit	
Date and time of visit	
Will the visitor(s) have unsupervised access to pupils?	
If the visitor will NOT have unsupervised access to pupils please give details about how they will be supervised / accompanied during the visit.	

Deputy Headmaster's Assessment

	Tick if required	Date completed
DBS Check		
Photo ID		
Address ID		
Evidence of qualifications		
Badge		
Level of supervision required		
Deputy Headmaster's comments relating to this visit.		

Blank copies of this form can be found on the staff intranet