



Heath Hayes Academy



Visiting Speaker Policy

March 2021

Audience: All stakeholders	
Policy reviewed and updated:	March 2021
Next review date:	March 2024 and updated annually in line with KCSIE
Person responsible:	Designated Safeguarding Lead
Approved by:	Headteacher
Version number:	1



Procedure to be followed prior to visit

1. The Headteacher must be informed in advance that a visiting speaker is to be invited to the School. 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 Headteacher can then give outline authorisation for the Speaker to be booked.

2. Following the Headteacher giving provisional permission, the name of the intended speaker and details of any organisation represented must be forwarded to the Lead Designated Safeguarding Officer.
3. Once this information is passed on, the process of vetting will begin.
4. The Lead Designated Safeguarding Officer will advise the Headteacher of the vetting outcome. Final clearance for the visiting speaker can then be granted by the Headteacher. If the School has any concerns during the vetting process we will pass any relevant information to the Local Authority Prevent Officers.
5. 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 School before the presentation can begin. The Form indicates a commitment to the following:
 - a. The speaker must not incite hatred, violence or call for the breaking of the law
 - b. The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
 - c. The speaker must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
 - d. The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
 - e. The speaker must adhere to the School's Equal Opportunities and Safeguarding Policies.
 - f. The speaker is not permitted to raise or gather funds for any external organisation or cause without the express permission of the Headteacher.



- g. 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.

Procedure to be followed on the day of the visit

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. Prior to the speech/presentation the Visiting Speaker Agreement Form must be read and signed by the visiting speaker and returned to a member of the safeguarding team to retain.
3. During the speech at least one member of staff will be present at all times.
4. The School will not permit separation by gender at any school events.
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.
6. The member of staff organising the visiting speaker should review/evaluate the address by the guest speaker and report any concerns to the Lead Designated Safeguarding Officer immediately.
7. If concerns are raised, the Lead Designated Safeguarding Officer will take action to address the concern in line with the School's Safeguarding Policy.
8. Records will be maintained and necessary parties including the Headteacher and the Chair of Governors will be informed.

Monitoring and Evaluation

The Lead Designated Safeguarding Member of staff and Lead Governor will be responsible for ensuring that this Policy is monitored and evaluated regularly. This will be undertaken through formal audits of applications made and a yearly review will be presented to the Headteacher and reported to the Governing Body.



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:

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:

Prior Approval Granted/Denied [Please delete as necessary]

If denied, reasons for not granting approval:

Headteacher's Signature:

Date:

When provisional agreement has been granted by the Headteacher, this form should be handed to the Designated Safeguarding Officer.



Annex 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:

- 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.
- 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 in the community and thus aid in disrupting social and community harmony
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
- The visiting speaker must adhere to the School's Equal Opportunities and Safeguarding Policies.
- The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without the express permission of the Headteacher.
- 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: