

# Fylde Coast Academy Trust



The best we can be

(FCAT)

## Visiting Speaker Policy 2021-2023

Policy Version & Issue Date	Version 3 - May 27th 2021 Version 2 - May 01 <sup>st</sup> 2019 Version 1 First Version – July 17 <sup>th</sup> 2018
Policy Version / Issue Date and amendments	N/A
Electronic copies of this plan are available from	FCAT CENTRAL Academy group / shared drive
Hard copies of this plan are available from	FCAT CENTRAL
Date of next review	May 2023 / As Required
Staff responsible for Policy / review	Gary Fletcher

### Associated Policies

FCAT Code of Conduct  
FCAT Visitor Policy  
FCAT Safeguarding Policy  
FCAT Equality Policy  
FCAT H&S Policy

## Visiting Speaker Policy and Procedure

### **Statement**

Fylde Coast Academy Trust (FCAT) welcomes the contribution and expertise of high quality visiting speakers in enhancing curriculum and wider learning opportunities for students. All visiting speakers must abide by FCAT's equality commitments and to ensure that they make no statements which could undermine these commitments, cause offence to others or otherwise undermine tolerance of other faiths and/or beliefs. In addition, no extremist material must be shared or included in the presentation of any visiting speaker. Where possible invited speakers will have an established 'track record' and will be part of a company, charity or other group whose aims are appropriate and well-documented.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by students, staff, visitors or parents will always be challenged and addressed. The school will work with other agencies, including Social Care, the National College for Teaching and the Police as necessary and appropriate.

All aspects of the school's work are underpinned by the fundamental British values of:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance

Radicalisation is defined as causing someone to become an advocate of radical political or social reform by supporting terrorism and violent extremism. Radicalisation of children and young people may include encouraging them to undertake violent activities on the grounds of religious belief.

Unity Academy defines:

- **Extremism** as 'vocal or active opposition to our fundamental British Values. This also includes calls for the death of members of our armed forces, whether in this country or overseas' and
- **Terrorism** as the 'use of serious violence or threat of violence to coerce, influence or intimidate government or the public to advance political, religious or ideological objectives.'

Children and young people may be exposed to messages about terrorism through a family member or friend, a religious group, through social media or the Internet. This creates risk of a child or young person being drawn into criminal activity and exposure to significant harm. At all times the welfare of the child is paramount and FCAT will deploy appropriate safeguarding procedures to resolve any safeguarding concern including any relating to radicalisation.

### **Prevent Duty Guidance in England and Wales HM Government July 2015**

*"Specified authorities will need robust safeguarding policies in place to identify children at risk... These*

*policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised.*

### **Procedures**

All visiting speakers will be provided with details of the school's safeguarding procedures and information for visitors and will be required to sign to confirm their adherence to the Academy's equality commitments and that there must be no statements which might cause offence to others, otherwise undermine tolerance of other faiths or beliefs and to confirm that there must be no extremist material.

- The member of staff organising the event is expected to talk with the speaker ahead of the event itself about the content and must allow sufficient time for this.
- Talks and presentations will not be used to raise funds, without the prior written permission of the Academy.
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present.
- Visitors must wear an appropriate academy badge, be supervised at all times by a named member of staff, not left alone with students and escorted to the Front Reception exit when leaving.
- Visiting speakers must be informed by the supervising member of staff that they will bring the presentation to an early end if the content proves unsuitable.
- All information about the visiting speaker and the booking process must be recorded on the 'Visiting Speaker Proposal' and 'Organiser Check' Pro Forma which must be lodged with the Head teachers PA when fully complete, not later than 24 hours after the presentation/speech.
- The Head teachers consent must be confirmed before detailed arrangements are made.
- After the presentation, an evaluation form should be completed by the supervising member of staff. This will include feedback from staff, note any contentious subject areas or comments and state whether the speaker could be booked again in the future.

**Academy Visiting Speaker Proposal Form Initial Confirmation**

Proposed Speaker:

Organisation:

Date:

Venue:

Organising member of staff:

Supervising Member of staff

Rationale for input of visiting speaker:

Curriculum Link:

Head teachers Approval:

Date:

**Visiting Speaker Organiser Checks**

<b>Action</b>	<b>Complete/Detail</b>	<b>Date</b>	<b>Initial</b>
<b>Suitability Checks</b>			
<ul style="list-style-type: none"> <li>● Internet search</li> <li>● DBS (if appropriate)</li> <li>● Other school contacted               <ul style="list-style-type: none"> <li>- School name</li> <li>- member of staff spoken to</li> </ul> </li> <li>● Speech content suitable</li> </ul>			
<b>Safeguarding procedures discussed</b>			
<b>Visitor safeguarding / H&amp;S leaflet provided and read</b>			
<b>Equality commitment signed</b>			
<b>Evaluation Feedback:</b> <ul style="list-style-type: none"> <li>● Any unsuitable content (please specify if Y)</li> <li>● Suitable to re-book</li> </ul>	Y N Y N		
<b>All completed documentation received by Principal's PA</b> <ul style="list-style-type: none"> <li>● Visiting Speaker pro forma</li> <li>● Signed Equality Commitment</li> <li>● Completed evaluation</li> </ul>			

**Visiting Speaker Equality Commitment**



I confirm that all aspects of my presentation, resources, supporting material and any hand-out material adhere fully to the Academy's Equality commitments and understand and confirm that that I will no statements which might cause offence to others, otherwise undermine tolerance of other faiths or beliefs and confirm that I will not share or showcase any extremist material.

Signed:

Name:

Date:

<b>Date:</b> 27/05/2021	<b>Policy/Activity:</b> <b>Visiting Speaker Policy</b>	<b>Assessor:</b> <b>GFL</b>
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	<b>Disability</b>		Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs		Accessibility	Keep accessibility arrangements under review
	Young carer/carer			
2	<b>Gender</b>			
	Females/Males			
3	<b>Sexual Orientation</b>			
	Example: Gay, Lesbian			
4	<b>Gender Reassignment</b>			
	Gender Reassignment			
5	<b>Race/Ethnic Group</b>			
	Example: Black, Asian, Chinese, etc.			
6	<b>Pregnancy/Maternity</b>			
	Pregnancy or maternity/paternity			
7	<b>Marriage/Civil Partnership</b>			
	Marriage/Civil Partnership			
8	<b>Religion or Beliefs</b>			
	Example: Jewish, Muslim, Christian etc.			
9	<b>Age</b>			
	Age			

