

PROVIDER ACCESS POLICY FOR VISITING SPEAKERS

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PROVIDER ACCESS POLICY FOR VISITING SPEAKERS

The vision of St Andrew's Academy is to create an inspirational environment where we take care of each other, enjoy learning and work hard to achieve our goals.

This policy provides the framework for procedures that all academies should follow when having an external speaker visit to speak to and work with their students.

What is the Policy for

Visiting speakers are very important to enrich students' experience of the academy. Our responsibility is to ensure that any information the students receive is done within a safe environment and that care must be exercised to respect the diverse views and values of all students in our academy community. Any information delivered to students at their academy must be aligned to the ethos and values of St Andrew's Academy, including British Values.

Who is the Policy for

The policy is for all classes at St Andrew's Academy and includes speakers attending for internal training sessions for staff, students or parents/carers, as well as speakers being invited to talk to students and/or staff and/or parents/carers for information sessions.

Policy Procedure

The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement form is read fully, signed and dated. This needs to be completed and returned to St Andrew's Academy before the presentation can take place. The form indicates a commitment to the following:

- The speaker must not spread intolerance in the community with a view to disrupting social and community harmony.
- The speaker must not incite hatred, violence or call for the breaking of the law.
- The speaker must not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any act of terrorism.
- The speaker must seek to avoid insulting other faiths or groups within a framework of positive debate and challenge.
- The speaker must adhere to the academy's Equality and Diversity and Child Protection and Safeguarding policies.
- The speaker must send a copy of any presentation/speaking notes to the member of staff organising the visit prior to the presentation taking place.
- The safety of all members of our academy community is paramount.

On the day of the visit the procedure should be as follows:

- The visitor should be met at Reception, signed in and issued with a Visitors badge which they must wear at all times.
- A copy of the signed Visiting Speaker Agreement form should be available at Reception and double checked by the member of staff responsible for the visit.
- A staff member should remain with the visitor during the time they are in the academy.
- During any presentation at least one member of academy staff should be present at all times.
- After the presentation the speaker should be accompanied to Reception in order to sign out and hand in their Visitors badge.

If any concerns arise during the presentation, these should be reported immediately to a member of the academy's safeguarding team.

VISITING SPEAKERS AGREEMENT FORM

We are grateful to have a range of speakers willing to come into the academy to share their thoughts, ideas and experiences with our students.

As part of our safeguarding procedures we ask all visitors to complete, sign and return this form prior to any presentation being delivered in St Andrew's Academy.

Please complete in BLOCK CAPITALS:

Name of Visiting Speaker _____

Name of Staff Member Organising the Visit _____

Date of Visit _____

As a visitor to St Andrew's Academy I undertake to agree to the following terms and conditions:

1. The presentation will be age appropriate.
2. Appropriate language and behaviour will be used at all times.
3. The presentation will not spread intolerance in the community or serve to disrupt social and community harmony.
4. I will not incite hatred, violence or call for the breaking of the law.
5. I will not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any act of terrorism.
6. I will seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
7. I will adhere to the academy's Equality and Diversity and Child Protection and Safeguarding policies, which can be found on the academy's website.
8. I will send a copy of any presentation/speaking notes to the appropriate member of staff at least one week prior to the presentation taking place.
9. I have read and understood the Provider Access Policy for Visiting Speakers, which can be found on the academy's website.

Signed _____

Dated _____