

The Meadows School



Visiting Speakers Policy

Updated: December 2020
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Ratified by Governors: January 2021

Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
1	7/12/2020	New Policy	S Adams	TBC
3	7/01/2021	Reviewed	H Dhingra	Headteacher
8	20/01/2021	Ratified by Governors	C Swoffer	FGB

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1. Rationale

This policy has been adopted and written in relation to the Preventing extremism and radicalisation Policy at the Meadows School and should be read in conjunction with the LAs Policies and Procedures and any DfE Policy, Statements and Guidelines.

The school's vision recognises each of our students as unique individuals with specific needs. We work in partnership with other schools, agencies and the wider community to develop our links and provide the optimum provision for our students. This is done through an all-encompassing inclusive approach, involving all of our stakeholders to ensure everyone upholds these same visions and values.

The 'Revised Prevent Duty Guidance: for England and Wales' (updated April 2019) states that there should be

'clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised'.

This Policy for Visiting Speakers applies to all age groups in the school.

2. Aims

The purposes for inviting Visiting Speakers into our school community include:

- Enriching the experiences of the children both educationally and spiritually;
- Providing them with information from specialists;
- Broadening their understanding of world and global issues;
- Providing motivational inspiration.

We aim to ensure that presentations by Visiting Speakers are in keeping with the ethos and values of The Meadows School and also that their presentations uphold the principles of the fundamental British Values and those of the Equality Act 2010. The School will not allow the use of its facilities by any group or organisation proscribed by HM Government. A list of proscribed organisations can be found at:

<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>

Proposed visiting speakers and enrichment activities are discussed within SLT meetings. The programme of enrichment activities is set by Bubble Leaders and Curriculum Leader.

3. Protocols for Visiting Speakers

The protocols for Visiting Speakers are as follows:

- All requests for Visiting Speakers have to be approved by a member of the SLT
- All Visiting Speakers are given a named contact at the School
- The named contact must ensure that Appendix 1 is completed with all the relevant details before the visit and ensure there is a final sign off after the visit
- The associated speaking notes and presentations should be obtained prior to the day of the speech and reviewed if practical.
- The named contact must ensure that the Visiting Speaker has completed Appendix 2.
- The named contact must ensure that all the paperwork is given to the Headteacher's PA including Appendix 1 and Appendix 2.
- The named contact should be present at the speech/ presentation to ensure that the session is consistent with the planning.

- All Visiting Speakers are signed in at Reception and are given a visitor's badge which they are expected to wear during the visits.
- All Visiting Speakers are accompanied by a member of staff during their visit and they are not left unsupervised with pupils at any time
- A list of all Visiting Speakers is maintained by the Headteacher's PA giving the name of the Visiting Speaker, the date of their visit, the pupil group addressed by the Visiting Speaker, the purpose of the visit, the named contact for the Visiting Speaker, the member of staff requesting the Visiting Speaker and any post-visit notes
- All Visiting Speakers will be required to sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the School's Terms and Conditions (Appendix 2).

The School will not knowingly allow any Visiting Speakers who have demonstrated extreme views or actions to address the children or lead activities for them. The School will not knowingly allow Visiting Speakers or organisations to use the School premises if they have links to extreme groups or movements. Extremist views include the expression of racist or fascist views; inciting hatred based on religious interpretation, ideology or belief; promoting discrimination on the grounds of political opinion, age, colour, disability, ethnic or national origin, gender, marital status, race, religion or sexual orientation.

All staff have a responsibility to act on concerns about a Visiting Speaker and they should report these concerns to the Designated Safeguarding Lead, or one of the Deputy DSLs, the Headteacher or the Chair of Governors.

4. Related Policies, Monitoring and Review

This Policy should be read in conjunction with other related whole school policies including the Code of Conduct and the Safeguarding and Child Protection Policy.

This Policy will be reviewed every year, or before if necessary. It will be presented to the Governors' Curriculum and Standards Committee for approval. The minutes of this meeting will be presented to the Governors.

Appendix 1



The Meadows School

Checklist for Named Contact for Visiting Speakers

The Meadows School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and Visiting Speakers to share this commitment.

Named Meadows School Contact	
Name of Visiting Speaker	
Organisation (if applicable)	
Date(s) of visit and time	
Online check of Visiting Speaker (where possible)	<i>Source of checks; date of checks; any key points</i>
Presentation summary	<i>Summary content to be provided for file; date obtained</i>
Personnel supervising or accompanying Visiting Speaker during visit	
Date documentation filed with Headteacher's PA	<i>Date of sign off of all visit paperwork</i>
Any notes for future reference	

Signature of Named Contact:

Date:

Signature of approving SLT member:

Print name



Appendix 2

The Meadows School

Agreement and Guidelines for Visiting Speakers

The Meadows School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and Visiting Speakers to share this commitment.

Name of Visiting Speaker	
Organisation (if applicable)	

The Visiting Speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and level of understanding of the students. Appropriate dress, language and behaviour are required at all times.
2. The presentation must uphold the principles of the ethos and values of The Meadows School and the fundamental British Values.
3. School staff have the right and responsibility to interrupt and/or stop the presentation if there is any violation of this agreement.

I have read these Guidelines and agree to abide by them.

Signature of Visiting Speaker:

Named Contact:

Signature of Named Contact:

Date: