



Visiting Speakers Policy

Date of Policy Implementation: **07 July 2016**

Owner of Policy: **AGGS Senior
Leadership Team**

Authorised By: **Operations Board**

Policy Review Date: **June 2018**

Distribution: **All Staff
Website**

This is a Trust-Wide Policy applicable in all
Bright Futures Educational Schools and to all
BFET staff

VISITING SPEAKERS POLICY

The vision of Bright Futures Educational Trust is to create a world class education to enable every young person to reach their full potential, and in particular, their full academic potential.

The Visiting Speakers Policy provides the framework for procedures that all schools should follow when having an external speaker visit their school to speak to their students.

What is the Policy for?

Visiting speakers are very important to enrich the student's experience of school. 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 school community. Any information delivered to students at their school must be aligned to the ethos and values of the Trust, including British Values.

Who is the Policy for?

The policy is for all Trust schools and would include speakers attending for internal training sessions for staff, pupils or parents as well as speakers being invited to talk to pupils and/or staff and/or parents for information sessions.

Policy Procedure

1. 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 the school before the presentation can take place. The form indicates a commitment to the following:
 - The speaker must not spread intolerance in the community and thus aid in 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 acts 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 school's equal opportunities and safeguarding policies.
 - The speaker must send a copy of the presentation / speaking notes to the member of staff prior to the presentation taking place.
2. On the day of the visit the procedure should be as follows:
 - The visitor should be met at reception, signed in and be 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 school.
 - During any presentation at least one member of school staff should be present at all times.
 - After the presentation, the speaker should be accompanied to reception in order to sign out and leave the visitors badge.
 - If any concerns arising during the presentation, these should be reported immediately to a member of the school's safeguarding team.

This page should be personalised with the school logo as well as Trust logo.

VISITING SPEAKERS AGREEMENT FORM

We are grateful to have a wide range of speakers willing to come into the school 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 the form below prior to any presentation being delivered in the school.

Please complete in BLOCK CAPITALS:

Name of Visiting Speaker:

Name of Staff Member Organising the Visit:

Date of Visit:

As a visitor to the school 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 and thus aid in disrupting 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 acts 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 school's equal opportunities and child protection & safeguarding policies.*
8. I will send a copy of the 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 Visiting Speakers' Policy.*

Signature

Date

*** All these policies can be found on the school's website.**