

VISITING SPEAKERS' POLICY

Date of Policy Approval:

**Review May 2020
Original 2016**

Owner of Policy:

**Rushbrook Principal
on behalf of BFET**

Authorised By:

Executive team

Policy Review Date:

May 2022

Distribution:

All Staff

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

VISITING SPEAKERS' POLICY

Bright Futures Educational Trust's (BFET or the Trust) Strategy underpins all aspects of this policy and the way in which it will be applied. These elements are:

- Our vision, the best **for** everyone and the best **from** everyone;
- One of our values; **Passion**: We take responsibility, work hard and have high aspirations;
- Three of our commitments: **Professional Learning, Effective communication and Strong Governance and Accountability.**

What is the Policy for?

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. 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 and promote the values of the Trust.

Who is the Policy for?

The policy is for all Trust schools and would include internal training sessions as well as speakers being invited to talk to students and/or parents and carers.

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 cohesion.
 - The speaker must not incite hatred, violence or call for the breaking of the law.
 - The speaker must not encourage or promote racist, homophobic, transphobic, sexist, ageist or extremist views or promote any acts of terrorism.
 - The speaker must seek to avoid insulting any faiths or groups within a framework of positive debate and challenge.
 - The speaker must adhere to the school's Dignity and Respect at Work and safeguarding/child protection policies.
 - The speaker must send a copy of the presentation / speaking notes to the member of staff prior to the presentation taking place.
 - The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal/Head of School.
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.
 - In the unlikely event that the talk/presentation does not meet with the requirements of the visiting speaker agreement, school staff have the right and responsibility to interrupt and/or stop a presentation.
 - If any concerns arising during the presentation, these should be reported immediately to a member of the school's safeguarding team and/or the Principal/Head of School depending on the nature of the concerns.
3. The visiting speaker can expect to be treated with the same mutual respect and dignity by staff and students. If the speaker has any concerns in this regard, they should refer to the member of staff in school who has arranged their visit or to the Principal/Headteacher.

This page should be personalised with the school 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 member of staff organising and accountable of 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, transphobic, 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 Dignity and Respect at Work and safeguarding/child protection 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.**