



Visiting Speakers' Policy

Date: May 2023

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Due for review: Autumn Term 2024

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1. INTRODUCTION

1.1

At Orchard Grove Primary School we believe that every child has the right to a high-quality education, to see themselves as successful, to participate in enrichment and learning and to be full citizens locally, national and globally.

Orchard Grove has at its core a commitment that:

- Every Child Achieve
- Every Child Belongs
- Every Child Participates in learning, enrichment and the community

We want every child to develop an awareness of the wider world and in seeking to fulfil this vision, we often invite speakers from our wider community to give talks or presentations to the children or to engage with them in planned activities.

1.2

The 'Revised Prevent Duty Guidance: for England and Wales' (April 2021) states that 'Specified authorities will need to...[have] 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'.

1.3

This Visiting Speakers' Policy applies to all age groups in the school including those in the Early Years Foundation Stage (Orchard Grove Nursery and Orchard Grove reception classes).

1.4

Research into the background of potential speakers will be fully conducted, consulting other schools or organisations, using search engines, assessing the reliability of information found and identifying the risks to community cohesion. Although not always possible, Orchard Grove will endeavour to invite speakers from an established company, charity or other group whose aims are well-documented.

1.5

The visiting speaker will be expected to talk with staff about the content of the presentation before the event; visiting speakers and staff must allow time for this discussion, whether it is on the day or beforehand.

2. AIMS AND OBJECTIVES

2.1

The purposes for inviting visiting speakers into our school community include:

- Enriching the experiences of the children both educationally, socially and emotionally
- Providing children with information from specialists linked to their curriculum learning
- Broadening their understanding of world and global issues
- Providing motivational inspiration

2.2

We aim to ensure that presentations by visiting speakers are in keeping with the ethos and values of Orchard Grove and also that their presentations uphold the principles of the fundamental British Values. 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322142/20140620-List_of_Proscribed_organisations_WEBSITE.pdf

3. PROTOCOLS FOR VISITING SPEAKERS

3.1

The protocols for visiting speakers are as follows:

- All requests for visiting speakers have to have a clear understanding of why the speaker has been chosen and must be approved by the headteacher
- An understanding that such talks and presentations will not be used to raise funds, without the prior permission of the headteacher
- All visiting speakers are given a named contact at Orchard Grove
- All visiting speakers are signed in at the Orchard Grove office and are given a visitor's badge which they are expected to wear at all times during the visit. Visiting speakers will have to take time upon arrival to read the safeguarding information sheet handed to the at the school office – listing the names of the safeguarding team, highlighting safeguarding reporting of concerns, conduct regarding mobile phones, etc. Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification
- All visiting speakers are accompanied by a member of staff who has had all the appropriate checks during their visit and they are not left unsupervised with pupils at any time, unless they have confirmed DBS checks
- A list of all visiting speakers is maintained in the Orchard Grove office 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
- If visitors bring artefacts with them for the children to handle which could incur contact between the visitor and children whilst handling them then common sense and reasonableness will be demonstrated under the supervision of the class teacher. Respect for the visitor and artefacts will be demonstrated as well
- Children will be taught how to receive visitors and behave around them, what to expect from visitors and what is not acceptable and from visitors and must be reported
- 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 1)
- After the presentation, an evaluation form (Appendix 2) should be completed by an Orchard Grove member of staff which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future
- Once a person has visited a school, future checks should be proportionate

3.2

Orchard Grove will not knowingly allow any visiting speakers who have demonstrated extreme views or actions to address the children or lead activities for them. Orchard Grove 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.

3.3

All Orchard Grove staff have a responsibility to act on concerns about a visiting speaker and they should report these concerns to the Designated Safeguarding Lead.

4. RELATED POLICIES, MONITORING AND REVIEW

4.1

This policy should be read in conjunction with other related whole school policies including the Safeguarding Policy, inclusive of the Code of Conduct.

4.2

This policy will be reviewed every year, or before if necessary and it will be presented to governors for approval.

APPENDIX 1



Agreement and Guidelines for Visiting Speakers

Orchard Grove 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 of the children. Appropriate dress, language and behaviour are required at all times.
2. The presentation must uphold the principles of the ethos and values of Orchard Grove and the fundamental British Values.
3. Orchard Grove 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 Orchard Grove contact:

Signature of named Orchard Grove contact:

Date:

APPENDIX 2



Visiting Speakers' Evaluation Form

Orchard Grove 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)	

Staff feedback	
Were there any contentious areas?	Yes / No (please circle)
If yes, what were they?	
Should visiting speaker be booked again in future (providing reasons)?	

Name of Orchard Grove staff member:

Signature:

Date: