

LOVE, COURAGE & RESPECT

Learning and Achieving Through Love, Courage and Respect

BRIGHSTONE C.E. PRIMARY SCHOOL



Visiting Speakers Policy

Date Agreed: December 2024

Review Date: December 2026

Date Issued	Prepared By	Approved By	Review	Changes made
November 2022	R Lennon	S. Fairclough (Chair of Governors)	November 2024	New policy
November 2024	R Lennon	Approved by FGB	December 2024	Reviewed

Statement of intent

Brighstone CE Aided Primary School understands the value for children of listening to speakers from a range of organisations who bring a wealth of expertise. As part of our provision of quality of education, we welcome speakers to enable pupils to broaden their knowledge, understanding and experience across the curriculum and beyond.

In line with the Prevent Duty, our school has the expectation that we will follow set guidelines when inviting a visiting speaker into school. This guidance relates to visiting speakers who visit the school in person or remotely; for example, via Teams or Zoom.

“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 children - are suitable and appropriately supervised”.

(Prevent Duty Guidance in England and Wales HM Government July 2015, updated 2021)

Our school remains responsible for what is said to pupils. Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented. We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, our school’s values and ethos, and do not marginalise any communities, groups or individuals.

We will make sure that an agency or individual, and any materials used, are appropriate and in line with our legal duties around political impartiality. We will ensure that any speakers, tools and resources used don’t undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

We must be aware that in some instances the work of external agencies/speakers may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

We will ensure that any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.

Brighstone CE Aided Primary School won't, under any circumstances:

- Work with external agencies/speakers that take or promote extreme political/religious positions.
- Use materials produced by such agencies, even if the material itself is not extreme.

We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore, by delivering a broad and balanced curriculum, supported and supplemented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

We will, wherever possible, ensure that activities are properly embedded in the curriculum and are clearly linked to schemes of work and learning journeys to avoid contradictory messages or duplication, and that activities are matched to the needs and ages of pupils.

Procedures

Brighstone CE Aided Primary School will only work with external agencies/speakers where we have full confidence in the agency/speaker, its/their approach and the resources it/they use/s.

These are the procedures Brighstone CE Aided Primary School will follow before, during and after any visiting speaker is admitted to our school.

Before the visit, the school will:

- Have a clear understanding of the purpose of the visit and this must have approval from R. Lennon, Headteacher.
- Carry out appropriate checks on the suitability of the person/agency (if necessary involving internet searches/contacting other schools the person may have visited).
- Check that the content of the speech/discussion and any resources used :
 - Are age-appropriate
 - Are in line with pupils' developmental stage
 - Comply with:
 - This policy
 - The Teachers' Standards
 - The Equality Act 2010
 - The Human Rights Act 1998
 - The Education Act 1996

- Make sure that any speakers and resources meet the intended outcome of the relevant part of the curriculum.
- Review any case study materials and look for feedback from other people the agency has worked with, if possible.
- Provide a document for the speaker/agency to read and sign to ensure they fully understand our school's equality commitments and that they will at no time make any statements that may cause offence, undermine tolerance of other faiths or beliefs, and not use any extremist material.
- Find out the content of the presentation/speech before the day on which the presentation is to take place and advise of any adjustments that will need to be made if necessary. The school will:
 - Be clear on what the visiting speaker is going to say
 - Clarity the speaker's position on the issues to be discussed (if applicable)
 - Ask to see in advance any materials that the agency/speaker may use
- Know the named individuals who will be there, and will follow our usual safeguarding procedures for these people.
- Conduct a basic online search and address anything that may be of concern to us, or to parents and carers.
- Check the speaker's/agency's protocol for taking pictures or using any personal data they might get from a session.
- Make it clear that talks will not be used to raise funds for the speaker without prior permission from the Headteacher.
- Record all information regarding the visiting speaker on a suitable pro forma at the time of booking the visit.
- Make sure that visiting speakers arrive in good time for their presentation/activity and present suitable identification; e.g. driver's license, passport, DBS etc.

During the visit, the school will:

- Make sure that the teacher/member of SLT is in the room during any sessions with external speakers, and will ensure that visitors are supervised at all times by a member of staff and not left alone with pupils.

- Make it clear via this policy that, should the content of the presentation become unsuitable, the presentation will be brought to an early conclusion. The school will remind teachers that they can say “no” or, in extreme cases, stop a session.

After the visit, the school may:

- Complete an evaluation form following the presentation, to include staff feedback, including any areas of concern regarding subject or comments, and whether the visiting speaker should be booked again in future. If a visiting speaker is to return, further checks should be proportionate.



Appendix A: Visiting speaker form

(This form should be completed and returned to R. Lennon by the visit organiser for approval)

Before the visit	
Name of school organiser:	
Name of visiting speaker:	
Organisation (if applicable):	
Organisation address:	
Telephone number:	
Email address:	
Date and time of visit:	
Please explain: <ul style="list-style-type: none"> Reason visiting speaker is coming into school Topic/s to be covered (copy of visiting speaker's intended presentation should be attached) Intended outcome 	
Has a variety of appropriate checks on the suitability of the person (may include internet searches and/or contacting previous venues where visiting speaker has attended) been carried out? Please list.	
The visiting speaker has declared that they fully understand the need to abide by the equality commitments of Brighstone CE Aided Primary School: that there must be no statements that might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs, and there must be no extremist material.	Y/N
I authorise for this speaker to deliver a talk/presentation at Brighstone CE Aided Primary School based on the information detailed on this form.	Headteacher's name: Headteacher's signature:
Following the visit – feedback form	
Suitability of the visiting speaker linked to the focus subject matter: 	Were the content, delivery and resources appropriate for the children's age/needs?
Do you have any areas of concern regarding subject matter or comments? Yes / No Please add further information here:	Would you book the visiting speaker again in the future? Yes / No Please add further information here:
Any other comments?	
Staff name:	Staff Signature:



Appendix B: Visiting Speaker Declaration

(This form should be returned to the Headteacher by the visit organiser)

Brighstone CE Aided Primary School understands the value for children of listening to speakers from a range of organisations who bring a wealth of expertise. We welcome speakers to enable pupils to broaden their knowledge, understanding and experience across the curriculum and beyond.

We thank you for giving up your time to share your knowledge and experience with the children.

- I understand that I will be expected to hold a discussion (in person, or via email or phone call) with a member of staff regarding the content of the presentation, and share any materials that I will be using, prior to the event taking place.
- I understand that I must arrive in good time and must bring suitable identification; e.g. passport/photo driving license/DBS.
- I understand that I must be supervised at all times and not left alone with pupils.
(The speaker may be exempt from this if it has been confirmed that the appropriate checks have been carried out for 'Regulated' activity to take place.)
- I understand that my presentation will be brought to an early conclusion if the content proves unsuitable.
- I understand that the talk/presentation will not be used to raise funds without prior permission of the Headteacher.
- I understand the need to abide by the school's equality commitments; that there must be no statements which might deliberately cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

Visiting Speaker's name:

Visiting Speaker's signature:

Date: