



St Cecilia's
CHURCH OF ENGLAND PRIMARY SCHOOL

'Therefore encourage one another, and build each other up.'

Visiting Speakers Policy

Date:	November 2023
Review:	November 2025



Introduction

As a Church of England Primary School, St Cecilia's is an inclusive school which welcomes visitors of all faiths and none. At St Cecilia's Primary School, we often invite speakers from our wider community to give talks to enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the school and pupils appreciate the time and effort that visiting speakers put into their presentations.

Our responsibility to our students is to ensure that they can critically assess the information they receive regarding its value to themselves, and that the information is aligned to the ethos and values of the school and British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths, beliefs and none.

Aims

The aims of this policy are to:

- Set out the school's legal obligations when using visiting speakers
- Provide a framework for the organisation of visiting speakers
- Set out the standards of behaviour expected from visiting speakers

This policy was therefore drawn up with due regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015) (<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

Implementation

The St Cecilia's SLT request that:

- An organiser for the visitor/speaker is provided who will liaise on behalf of the school.
- Whenever possible, staff will give a notice period of no less than one month prior to the speaker/visitor's proposed date at school.
- Whenever possible the organiser must receive a copy of the presentation prior to the visit.
- The organiser must ascertain that all information communicated by the visitor/speaker is lawful and that the information aligns to the values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to SLT.
- The details about a visiting speaker must be agreed by SLT and put into the school calendar with brief details provided about the speaker and the purpose clearly defined regarding the information the speaker/visitor has agreed to communicate.
- The speaker must be sent (by email if possible) the "Guidelines for Visiting Speakers" document (Appendix 1).
- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- All visitors must report to the reception first and no other entrance should be used.
- Visitors to provide photo ID upon arrival at School, the organiser should check this and verify the speaker's identity. Visitors must wear visitor badges and always escorted while on site.
- During the visit/talk the organising member of staff must ensure that at least one St Cecilia's member of staff is present during the visit/talk, who is required to monitor what is being said to ensure that it aligns with the values and ethos of the school and British values.

- In the unlikely event that the speech does not meet this requirement, immediate action must be taken by the member of staff to balance the information given and this must be reported to an SLT member immediately after the talk/visit.
- All visitors to St Cecilia's should only use toilet facilities which have been designated for the use of visitors and staff only.
- **Any visitor who is not DBS checked must not be alone with students at any point.**
- **Regular visitors to the school must have DBS clearance.**
- **Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy**
- It is important that thank you letters/emails are sent to visiting speakers by the organiser after the event.

Appendix 1 –Guidelines for Visiting Speakers Form



Guidelines for Visiting Speakers

Name of Visiting Speaker:

Name of Staff Member Organising the Visit:

Date of Visit:

Our responsibility to our students is to ensure that they can critically assess the information they receive regarding its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

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As per the “Prevent” guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Head of School or Executive Head Teacher.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- I will send a copy of the presentation or notes to the visit organiser at least two days prior to the visit.

Please ensure that you bring photographic proof of ID with you on arrival for checking.

I confirm that I have read the above guidelines and that my presentation adheres to these.

Signed:

Date: