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**Visiting Speakers Policy**

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| **ACADEMIC YEAR** | **AUTHOR** | **ROLE** | **DATE OF NEXT REVIEW** |
| 2021-2022 | Juan Fernandez | Headteacher | January 2022 |



# 1. Aims of the Policy

The Visiting Speakers Policy provides the framework for procedures that Roundwood’s Policy follows when having an external speaker visit their school to speak to our 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 our school will be aligned to and promote the values of the Beckmead Trust.

# 2. Who is the Policy for?

The policy is for staff at Roundwood School and Community Centre, to ensure that they are clear about the procedures and appropriate steps required when boking an external visitor and would include internal training briefings.

# 3. Policy Procedure

3.1 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 Headteacher who will agree it 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, 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 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.
	+ The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher

3.2 On the day of the visit the procedure should be as follows:

* + The visitor will be met at reception, signed in and 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.

# 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.

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| --- | --- |
| **Name of Visitor(s):** |  |
| **Name of Organisation:** |  |
| **Purpose of the visit (including links to the curriculum where appropriate):** |  |
| **Name of Roundwood School and Community Centre staff member responsible for visitor:** |  |
| **Date of visit:** |  |

Headteacher’s Agreement to visit: ……………………………………..

Date: ……………………………………………………………………….

**Visitor’s Declaration:**

As a visitor to the school I undertake to agree to the following terms and conditions:

The presentation will be age appropriate.

1. Appropriate language and behaviour will be used at all times.
2. The presentation will not spread intolerance in the community and thus aid in disrupting social and community harmony.
3. I will not incite hatred, violence or call for the breaking of the law.
4. I will not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any acts of terrorism.
5. I will seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
6. I will adhere to the school’s safeguarding policy & procedures
7. 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.
8. I have read and understood the Visiting Speakers’ Policy.

Signature: ……………………………………………………………………………………

Date: ………………………………………………………………………………………….