

Millfields First School Guidance for Visiting Speakers

We often invite speakers from our wider community to give talks to enrich our pupils' experience of school, 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 greatly appreciate the time and effort that visiting speakers put into their presentations. Our responsibility to our pupils is to ensure that they can access the information they receive and the information is presented in sympathy with the ethos and values of the school and the tenants of the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, referred to as "British Values."

The purpose of this policy is to set out the school's obligations when using visiting speakers and what the school expects from speakers. This policy has been 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, updated April 21) ([Prevent duty guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614211/prevent-duty-guidance.pdf)) requires schools to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised.

This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

The protocols:

- All visiting speakers must have a nominated point of contact at the school (the Organiser).
- The visiting speaker must complete the Visiting Speaker Information Form
- Research must be undertaken on the person/organisation to establish whether they have demonstrated extreme views/actions- this will be in the form of an online check.
- A Register of all visiting speakers will be kept. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visiting speakers will be asked to show photo ID upon arrival at School.
- Visiting speakers should be accompanied at all times and should not be left unsupervised with pupils at any point.
- School staff have the right and responsibility to interrupt and/or stop a presentation, should it not meet the criteria outlined above or if the staff are disturbed by the content.

The following form must be completed before the visitor attends:

Visiting Speaker Form- School Use	
Name of Organiser in School	
Name of Visiting Speaker	
Contact Details (Address & Telephone no.)	
Date of Proposed Visit	
Purpose of Visit	
Permission given by	
Head/Assistant Head Signed:	
Date:	
Details of research undertaken on the person/organisation to establish whether they have demonstrated extreme views or actions.	
Visitor ID seen by:	
Visitor signed in by:	
Visitor given visitor leaflet by:	

Visiting Speaker Information Form- to be completed by visitor before coming to school	
Name of Speaker	
Speaker Contact Details	
Date of Proposed Visit	
Purpose of Visit: Please outline the information you wish to communicate in your talk. Please provide beforehand any resources you wish to use eg email powerpoint	
Please sign below to confirm that: <ul style="list-style-type: none"> • The information you have provided is true and accurate • That you agree to the 'Guidance for Visiting Speakers' • That you will bring valid photo ID (Driving Licence or Passport) with you on the day as proof of your identity 	
Signature:	
Date:	
Please send this form back to your contact at Millfelds First School (the organiser) as soon as possible. Thank you.	