




South Lee Prep School  
Bury St Edmunds

## Visiting Speaker Policy September 2024

<b>ISI Reference</b>	
<b>Key Author</b>	Deputy Head
<b>Reviewed by</b>	Head Chair of Governors
<b>Approval Body</b>	Board of Governors
<b>Approval Frequency</b>	Annual
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Signed: 	Steve Honeywood, Chair of Governors 3/9/24
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## Visiting Speaker Policy

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 greatly 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 as to 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 and mutual respect and tolerance of those with different faiths and beliefs.

The purpose of this policy is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy was therefore drawn up having had 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.

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

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- The organiser at South Lee must complete the Visiting Speaker at South Lee School Form, well in advance of the visit. This should be authorised by the Deputy Head Operations in advance of the visit. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School
- The Organiser must send a copy of the Guidelines for Visiting Speakers to the speaker in advance of their visit.

- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable, this to be submitted to the Deputy Head Logistics along with the Visiting Speaker at South Lee School form.
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.
- The Deputy Head Logistics will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- Visitors to provide photo ID upon arrival at School, the organiser should check this and verify the Speaker's identity.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.
- The organiser will conduct a post-event evaluation of how the visit met the needs of our students.