



Saint Pierre School,  
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

### Visiting Speaker Policy

Policy Owner (Position)	Last Updated By (Name)	Date of Last Review	Date Next Review Due
Headmaster	Peter Lane	5 <sup>th</sup> January 2024	5 <sup>th</sup> January 2025
<b>To be read in conjunction with:</b> Visitor's policy			

#### **Invitations:**

Invitations to speak must be made formally (i.e. in writing, email etc.) and approved by a member of SLT. Documented phone calls can also be used but a written invitation must be issued. Reasons for choosing the speaker must be made clear.

Presentations should be seen in advance to ensure they comply with this policy.

Visiting speakers must arrive at reception in good time to book in and must bring suitable photo-identification.

Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

All information about the visiting speaker and the booking process should be recorded on the form attached.

#### **Checks:**

It is essential that compliance with our Prevent duty as well as our Safeguarding duties are foremost in checking speakers.

Presentations should, wherever possible, be seen in advance by a staff member to check the suitability of content. Any doubts should be raised with a member of SLT.

It is important we do not open the school up to inappropriate content in a speech. If the speaker is not known to us or not from a proven agency we must have a list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously.

The speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand.

Talks and presentations will not be used to raise funds, without the prior written permission of the headteacher.

Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present. Visitors must

be supervised at all times and not left alone with pupils (exceptions must have a DBS AND permission from an SLT Member).

**Documents:**

There is a visiting speaker document attached to this policy which must be completed. There is also a document for the speaker to read and sign, to ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

**PLEASE NOTE DOCUMENTS BELOW:**



Saint Pierre School:

***Information for Visiting Speakers and Presenters***

**All visiting speakers should read and sign this document in addition to reading and signing our visitor's policy.**

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language, and behaviour are required at all times.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The visiting speaker must act within the requirements of our Prevent duties under UK law and is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
4. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
5. The content of the speech/presentation must not devalue the concept of "British Values"
6. The visiting speaker must seek to avoid insulting any faiths or groups.
7. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmaster.
8. At all times you must comply with the school's Equality and Safeguarding Policies.
9. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
10. If the presentation is stopped staff will do so as respectfully as they can. You agree to be respectful and accepting of such an intervention.

I have read these guidelines and agree to abide by them.

Visiting Speaker's Name:

Visiting Speaker's Signature:

Date



Saint Pierre School:

Form for Visiting Speakers or Presenters:

Please Explain how the person has been invited (attach any documentation) and why they are considered valuable as a speaker/presenter:

Please Explain how the speaker/presenter has been checked as suitable to perform at the school:

Please Confirm the following:

Date and Time of Presentation .....

Year Groups Involved .....

Member of Staff in Charge of the Speaker whilst on site .....

The date and time at which the speaker has or will be talked to regarding the content parameters of their presentation

Date/Time .....Staff Member .....

The speaker has been told to provide a photo ID upon arrival: Yes/No

I am aware that the speaker must, upon arrival, read and sign the "visitors' information pack" **Initial** .....

I am aware that the speaker must, upon arrival, read and sign the Information for Visiting Speakers and Presenters. **Initial** .....

I am aware that the speaker must not be left alone whilst on the premises **Initial** .....

I am prepared to stop the presentation if there is any inappropriate content **Initial** .....

Approved: Staff Member Responsible ..... SLT .....