



Visiting Speaker Protocol

Visitors are welcome to Medeshamstede Academy, they contribute to the life and work of the academy in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the academy's responsibility, however, to ensure that the security and welfare of the pupils are not compromised at any time. The academy is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

The purpose of this protocol is to set out the academy's legal obligations when using visiting speakers and set out the standards of behaviour expected from visiting speakers. This protocol was therefore drawn up having had regard to the Government's Prevent Duty guidance and the academy's wider safeguarding obligations.

This protocol should be read in conjunction with the academy's Safeguarding and Child Protection policy and visitors risk assessment.

The Protocol for Visiting Speakers

The "Prevent" statutory guidance (2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised. The member of staff seeking to book a visiting speaker (the organiser), must 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 academy. The organiser must seek approval from a senior leader prior to the booking of a visiting speaker.

The member of staff responsible for booking the speaker (the organiser) must ensure the Visiting Agreement Form is read fully, signed and dated. This must be completed and returned to the school 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 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 faith or groups within a framework of positive debate and challenge;
- The speaker must adhere to the Trust's equal opportunities and safeguarding policies;

- The speaker must provide detailed information regarding the content of the presentation, including copies of physical resources if requested, to the organiser prior to the presentation taking place;
- The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without permission from the principal.

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the organiser);
- The organiser will undertake appropriate suitability and background checks on the visiting speaker and any organisation they present;
- The visiting speaker should complete a Visiting Speaker Agreement Form prior to entering the main school building;
- The visiting speaker should be met at reception, signed in and be issued with a visitors' badge which must be worn at all times;
- The visiting speaker must provide; photographic identification, professional identification/verification of booking, and DBS certificate:
 - if the visiting speaker has an Enhanced DBS certificate, they are permitted to be in the school building unaccompanied by another member of staff, however, the requirement to work unaccompanied with pupils is uncommon and must be agreed by the Principal in advance.
 - if the visiting speaker does not hold an Enhanced DBS certificate, they must not be alone with pupils at any point and will be assigned a member of staff to accompany them for the duration of their visit;
- After the presentation, the speaker should be accompanied to reception in order to sign out and return the visitors badge;
- In the unlikely event that the talk/presentation does not meet the requirements of the visiting speaker agreement, the senior leadership team have the right and responsibility to interrupt and/or stop a presentation;
- If any concerns arise during the presentation, these should be reported immediately to the designated safeguarding lead and/or the headteacher depending on the nature of the concerns;
- The organiser will conduct a post-event evaluation of how the visit met the needs of our pupils.

Appendix 1: Visiting Speakers Agreement

At Medeshamstede Academy we understand the importance of visiting speakers and external agencies to enrich the experience of our students.

In order to safeguard our pupils, we expect all of our visiting speakers to read our Visiting Speakers Policy and to adhere to the statements below:

- Any messages communicated to students must support fundamental British values and our academy values. The fundamental British Values are: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Any messages communicated to pupils must not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies.
- Should a member of staff feel the message being given out does not align with the school's values, they will report this to a member of the senior leadership team who will interrupt and could end the presentation/performance.
- Visiting speakers should not have phones or cameras out whilst in the presence of pupils and should not take any photos or videos of pupils.
- Visiting speakers should not have any social media contact with pupils through personal emails, personal mobile phones and social media.
- No gifts, including money, should be given out to pupils, unless agreed beforehand with the Principal.
- Should visiting speakers wish to hand out any cards or leaflets to pupils, these should be checked by the organiser beforehand.
- Appropriate language and behaviour will be used at all times.
- Visiting speakers must adhere to the academy's child protection and safeguarding policies.

I have read and agree to the above

Name:

Organisation:

Date:

Purpose of visit: