



Alexandra School

Learning Together



VISITING SPEAKERS POLICY

Category:	Visiting speakers
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Speakers are welcome at Alexandra School and it is recognised that they can enhance and enliven experiences for our children and young people. The following are guidelines and expectations of our practice to ensure that our vulnerable children are not exposed to harmful influences or unsuitable ideas:

- There should be a formal procedure for inviting speakers which involves approval by the Headteacher and a clear understanding and explanation of why the speaker has been chosen
- Appropriate checks on the suitability of the person prior to their visit or agreement of their visit needs to be made by a senior leader in the school. This could include internet searches and/or contacting other schools where the person has spoken previously
- Although not always possible, it is helpful to invite speakers from an established company, charity or other group whose aims are well documented
- There must be a document for the speaker to read and sign on arrival at the school to ensure that they understand they must abide by the school's equality and safeguarding commitments
- There must have been a conversation between the speaker and a senior leader at the school that makes the speaker aware 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 and that they will stick to the agreed content discussed with the school
- There is an understanding that the speaker will be expected to talk, however briefly, with senior 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 ideally beforehand
- There is an understanding that such talks and presentations will not be used to raise funds without the prior written permission of the Headteacher
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification and be suitably attired. 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, unless they have confirmed enhanced DBS checks
- 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 a suitable proforma. This could be in the form of an e-mail trail which should be kept by admin staff as a record
- After the presentation, an evaluation form or at the very least a written acknowledgement should be completed which will include feedback from some staff, will note any contentious subject areas or comments, and state whether the speaker could be booked again in the future. Again this should be recorded and could be in e-mail form, to be kept by the admin team
- Once a person has visited the school, future checks should be proportionate.