



**Amber Valley
& Erewash
Support Centre**

Visiting Speaker Policy

Written by:	Elwyn Fry	Date: 01/09/2020
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Aim

All AVESC sites invite speakers from the wider community to give talks to enrich pupils' experience of academy life, 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. Staff appreciate the time and effort that visiting speakers put into their presentations and value the positive impact it has on the pupils.

AVESC Responsibility

Our responsibility is to ensure that pupils 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 academy.

Purpose

The purpose of this policy is to set out the academy's legal obligations when using visiting speakers and to set out the standards of behaviour expected from these speakers. This policy was therefore produced having had regard to the Government's Prevent Duty guidance and our 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.

Protocol

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

The protocols are:

- All requests for visiting speakers must be approved by a member of the SLT
- All visiting speakers are given a named contact at the academy
- All visiting speakers must provide photo ID upon arrival on site and are given a visitor's badge, which they are expected to wear throughout visits
- All visiting speakers are accompanied by an AVESC member of staff during their visit and they are not left unsupervised with pupils at any time
- A record of all visiting speakers is kept on site detailing name of the visiting speaker, the date of their visit, the pupil group addressed, the purpose of the visit, the member of staff requesting the visiting speaker and any relevant accompanying information.
- The visiting speaker must share the aims and objectives of their presentation with the staff member that requested the visit, to ensure it is appropriate to the age and maturity of the pupils and does not undermine British values or the ethos and values of the academy.
- The staff member requesting the visit must conduct a reasonable level of research on the person/organisation to best establish whether they have demonstrated extreme

- views/actions and present any level of risk. Presentations and resources etc should be sent to the staff that requested the visit in advance.
- In the unlikely event that the talk/presentation does not meet with the expected requirements, AVESC staff have the right and responsibility to interrupt and/or stop a presentation
- The Staff member that organised the visit will conduct a post-event evaluation of how the visit met the needs of our pupils. See appendix A for post-event evaluation form.
- All visiting speakers will be required to sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the academy's Terms and Conditions (Appendix 1)

Agreement and Guidelines for Visiting Speakers

AVESC is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visiting speakers to share this commitment.

Name of visiting speaker	
Organisation if applicable	
Named AVESC contact	

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age of the children. Appropriate dress, language and behaviour are required at all times
2. The presentation must uphold the principles of the ethos and values of AVESC and the fundamental British ValuesA
3. Academy staff have the right and responsibility to interrupt and/or stop the presentation if there is any violation of this agreement.

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

Signature of visiting speaker: _____

Signature of named AVESC contact: _____

Date: _____

Appendix A
Post Evaluation Form

Did the pupils achieve the learning outcomes that were set out from the visit:

How did the pupils interact with the speaker and learning resources provided:

What went well:

What could be improved:

Have any other emerging issues or concerns been raised as a result of the visit which require further development or guidance for pupils: