St. Luke's
Visiting Speakers' Policy

Last reviewed: March 2025

Next review: March 2028

Scope of Policy

This policy applies to all staff, pupils and volunteers at St Luke's Primary School.

St Luke's School appreciates and values the educational benefits of outside speakers visiting the school to address pupils and/or staff. However, we recognise our responsibilities to the pupils in our care and require a number of Safeguarding procedures to be followed.

Visiting Speakers – Procedure to be followed prior to day of visit

1. The Headteacher must be informed in advance that a visiting speaker is to be invited to the school. When looking at inviting an outside speaker the following information should be provided:

    - brief description of booking
    - classes or groups involved
    - name and contact details of the person making the booking
    - start and end time of the event
    - contact details for external speaker
    - brief biography of the speaker

2. The Headteacher then initiates the vetting process. This will include an internet search to ensure the appropriateness of the speaker.

3. Final clearance for the visiting speaker can then be granted by the Headteacher. If the school has any concerns during the vetting process, we will pass any relevant information to the Local Authority Prevent officers.

4. The member of staff responsible for booking the speaker must ensure the Visiting Speaker agreement form is read and signed. This needs to be completed, signed and returned to the school before the presentation can begin. The form indicates a commitment to the following:

    - The speaker must not incite hatred, violence or call for the breaking of the law.
    - The speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
    - The speaker must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
    - The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
    - The speaker must adhere to the school's Equalities and Safeguarding policies.
    - The speaker is not permitted to raise or gather funds for any external organisation or cause without express permission of the Headteacher.
    - The speaker should be advised that they will be required to sign an agreement before speaking. If requested, a copy of the agreement will be sent to the speaker in advance of the presentation.

Visiting Speakers – Procedures to be followed on the day of the visit

1. On arrival the visiting speaker should be met at reception and an ID badge issued

2. Prior to the speech/presentation the Visiting Speaker Agreement form must be read and signed by the visiting speaker and returned to a member of the school staff.

3. During the speech at least one member of senior staff will be present at all times.

4. Following the address/assembly the guest should be accompanied by a member of staff to the school reception where they should sign out and leave the premises.

5. The member of staff organising the visiting speaker should review/evaluate the address by the guest speaker and report any concerns to the Designated Safeguarding Officer immediately.

6. If concerns are raised, the Safeguarding Officer will take action to address the concern in line with the school's Safeguarding policy.

7. Records will be maintained and necessary parties including the Headteacher and Chair of Governors will be informed.

REQUEST FOR PRIOR APPROVAL FOR VISITING SPEAKER

Name of teacher/member of staff making request:

Proposed date of event/visiting speaker:

Brief description of event/reason for visit:

Target audience (e.g. teaching group/year groups):

Approximate audience number:

Details of the visiting speaker (brief biography):

If applicable, the name of the organisation the visiting speaker represents:

Topic of the proposed presentation and short summary of content to be covered:

Prior Approval Granted / Prior Approval Denied (Please delete/highlight as necessary)

If denied, reasons for not granting approval:

Headteacher's Signature:

Date:

AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of visiting speaker: Organisation (if applicable):

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 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 speaker must demonstrate a commitment to adhere to the council's 'No Place for Hate' policy.
6. The content of the speech/presentation must contribute to preparing pupils for life in modern Britain.
7. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
8. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head teacher.
9. Compliance with the school's Equality and Safeguarding Policies.
10. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them. Visiting Speaker's Signature: Date: