



THE DOWNS MALVERN

Visiting Speaker Policy

This policy is relevant to all sections of the school, EYFS, Pre-Prep and Prep, including Boarding.

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1. Introduction

The Downs Malvern (TDM) often invites speakers from the wider community to give talks to enrich our pupils' experience. We recognise the enormous benefit gained by pupils from speakers from all walks of life.

The purpose of this policy is to set out TDM's legal obligation when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy should be read in conjunction with the school's Safeguarding Policy.

The Prevent Statutory Guidance, 2011 and Revised Prevent Duty Guidance, 2021 expects schools to have clear protocols for ensuring any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

TDM's responsibility to pupils is to ensure they can critically assess the information they receive as to its value to themselves, and that such information is aligned to the ethos and values to TDM and are also aligned to the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

2. Protocols

- **Visiting speakers sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the school's terms and conditions (Section 3).**
- **The organiser must complete a risk assessment (Section 4).**
- All visiting speakers must have a nominated point of contact at the school.
- All requests for outside speakers require the prior approval of a member of SLT – at least a week in advance.
- The organiser obtains an outline of what the speaker intends to cover.
- The organiser is to conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions.
 - Seeking a recommendation from a trusted source
 - Internet search
- No people/organisations may use the school premises if they have links to extreme groups or movements, nor will they be allowed to visit the school and speak to pupils.

- On arrival, visiting speakers will sign in at the Front Office, ID will be checked and the visitor will be issued with a visitor's badge.
- Visiting speakers will be supervised by a member of staff at all times whilst on site. At no point will a visiting speaker be left unsupervised with pupils.

3. 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)	
<p>The visiting speaker agrees to the following terms and conditions:</p> <ul style="list-style-type: none"> • The presentation must be appropriate to the age and maturity level of the student audience. • The presentation must not incite hatred, violence or call for the breaking of the law. • The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisation that support such acts. • 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. • The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge. • Compliance with the schools Equal Opportunities and Safeguarding policies is required. • School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement. 	
<p>I have read these guidelines and agree to abide by them.</p> <p>Visiting Speaker Signature:</p>	
<p>Date</p>	



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4. Risk Assessment for Visiting Speaker

Please pass this form to a member of the SLT team a week before the event.

Name of the Speaker	Name of Organisation (if applicable)	
Date of the Event	Year group/s attending	
Nature of Event (talk, demonstration, interactive learning etc)		
Outline of the Content of the Event		
Point of Contact (member of staff organising the event)		
Tick to confirm that research has been carried out on the speaker and the organisation they are affiliated to.		
Tick to confirm the speaker has read and acknowledged the Agreement and Guidelines form.		
Tick to confirm the Front office has been informed of the speaker.		
Tick to confirm you will ensure the speaker is accompanied at all times whilst on site.		
Tick to confirm that you understand to stop the visit at any point for inappropriateness.		
Approved by SLT:		
Date:		
Post-event evaluation – did it meet the needs of the children? Would you recommend to a colleague?		