

ELEVATE VISITING SPEAKERS POLICY

Adopted by	
Chair	
Date	
Review Date	

Introduction:

Elevate Multi Academy Trust (Elevate) welcomes speakers from the wider community and external organisations to give talks to its Academies to enrich their children's experience.

Prevent Statutory Guidance: Elevate has regard to:

- The Prevent statutory guidance which expects schools to have a clear protocol for ensuring that any visiting speakers are appropriately supervised and suitable;
- Its wider safeguarding obligations.

Responsibility: The Head teacher will approve the booking of all visiting speakers. Staff members will seek permission from the Head teacher giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

The Visiting Speaker Form (*Appendix 1*) must be completed and signed by the Head teacher in advance of all visits.

Suitability and Effectiveness: Elevate and its Academies will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to the children supports fundamental British Values;
- Any messages communicated to the children are consistent with the ethos and values of Elevate and the Academy and do not marginalise any communities, groups or individuals;
- Any messages communicated to the children do not seek to glorify criminal activity or violent extremism or seek to radicalise children through extreme or narrow views of faith, religion or culture or other ideologies;
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication;
- Activities are matched to the needs and age groups of the children.

However, Elevate and the Academy recognises that children should be encouraged to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and may use external agencies or speakers to facilitate or support this.

This is done by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate.

Process When Inviting an External Speaker to safeguard the children:

- A formal procedure has been implemented for inviting speakers, which involves prior approval by the Head teacher and a clear understanding of why the speaker has been chosen;
- Although not always possible, to invite speakers from an established company, charity or other group whose aims are well-documented;
- To complete a Risk assessment (*Appendix 1*) on the proposed speaker which may include internet searches and/or contacting other schools/academies where the person has spoken previously, whether they have a current DBS;
- As a minimum, to obtain an outline of what the speaker intends to cover in advance of their visit and in some cases the Academy may request a copy of the presentation and/or footage in

advance of the session to ensure it is appropriate to the age and maturity of the children and does not undermine British values or the ethos of Elevate and the Academy;

- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the head teacher;
- Visiting speakers must complete an Agreement (*Appendix 2*) prior to presenting their talk;
- Visiting speakers must arrive at reception in good time to book in, and must bring photographic identification. 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. They will be handed the safeguarding visitors leaflet on arrival and given a visitor's lanyard which must be worn at all times;
- The Academy will keep a formal register (*Appendix 3*) of visiting speakers and all information will be kept in accordance with Elevate's Data Protection policy;
- Visitors must be supervised at all times and not left alone with the children, unless they have confirmed DBS checks;
- A member of the Academy staff will be present during the visit/talk, and will monitor what is being said to everyone. Visiting speakers will be informed that the Academy staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Head teacher as soon as reasonably practicable after the talk/visit;
- Once a person has visited an Academy, future checks should be proportionate.

Parents: Parents will be informed when a speaker has been invited to the Academy and the subject they are going to speak on. If appropriate, parents will be invited to attend the presentation.

Linked to: The Academy's safeguarding visitors leaflet;
The Prevent Guidance – 2017
Elevate's Data Protection policy

Appendix:

1. Risk Assessment;
2. Visitor's speakers Agreement;
3. Register of Visiting Speakers;

Appendix 1: Risk Assessment – to hand to the Head teacher at least 1 week before the event with the agreement form.

Name of Academy:

Name of Event/Talk	
Name of Speaker	
Date of Event/Talk	
Nature of the Event/Talk (talk , demonstration to the children, interactive learning etc)	
Outline of the content of the Event/Talk	
Point of Contact: (member pf staff organising the Event/Talk)	
Has research been carried out on the speaker? Yes/No and list research	
Has the speaker signed the visiting speakers agreement?	
Has the Office added the speaker to the Register of Speakers?	
Confirm a member of staff will accompany the speaker at all times while on the Academy’s premises	
Confirm that photograph ID and DBS certificate has been requested	
Agreed by the Head teacher	
Date	
Post event valuation	

Appendix 2: Visiting Speaker Agreement to comply with Elevate's Policy for Visiting Speakers under Prevent Duty Guidance.

Name of person and/or organisation visiting the Academy	
Address	
Contact number	
Date of visit	
Academy member who is organising the event	
Nature of Event/Talk	
Requires wifi access	Yes/No
Use of own equipment	Yes/No
Use of Academy equipment	Yes/No
I have a current DBS certificate (If yes, to bring a copy with photograph ID on the date of your talk; If no, please bring a photograph ID on the date of your talk)	Yes/No
Please read the statements below and sign underneath to say that you have read and understood them	
<p>Any messages I communicate to the children:</p> <ul style="list-style-type: none"> are consistent with the ethos and values of Elevate Multi Academy Trust, the Academy; support British Values and do not marginalise any communities, groups or individual; Any messages communicated do not seek to glorify criminal activity or violent extremism or seek to radicalise children through extreme or narrow views of faith, religion or culture or other ideologies. 	
I understand that reasonable checks may be made on my suitability; these may include internet searches and/or contacting other academies/schools where I have spoken previously.	
<p>Any activities:</p> <ul style="list-style-type: none"> are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages of duplication; are matched to the needs of the children. 	
I understand that such talks and presentations will not be used to raise funds, without the prior written permission of the Head teacher.	
I understand that my presentation/activity can be brought to an early end, if the content proves unsuitable.	
Signed:	Dated:

