

VISITING SPEAKERS POLICY

Presented to:

Full Trustees Meeting
3 July 2025

Date approved: ¹	30 June 2022
Date adopted:	30 June 2022
Date reviewed: ²	3 July 2025
Date of next review: ³	Summer 2028

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- References to School are taken to mean any school within the Four Cs Multi-Academy Trust

- 1.0 The Trust often invites speakers from our wider community to give talks to enrich our student/pupils' experience of school, 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. Both the Trust and students/pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.
- 2.0 The Trust's responsibility to our students/pupils is to ensure that they 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 school and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- 3.0 The purpose of this policy is to set out the Trust's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the Trust schools' wider safeguarding obligations.
- 4.0 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 students/pupils, are suitable and appropriately supervised.
- 5.0 This policy should be read in conjunction with the Trust's Safeguarding Policy.
- 6.0 The protocols are:
- All visiting speakers to have a nominated point of contact at the school (the Organiser)
 - The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable, this to be submitted to the Organiser's line manager
 - Staff must inform the Visiting Speaker that USB sticks must not be brought into Trust schools and that any presentation/material etc should be sent to the Organiser in advance
 - Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing
 - Visitors to provide photo ID upon arrival at Trust schools, the Organiser should check this and verify the Speaker's identity
 - Visiting speakers are to be accompanied at all times and are not to be left unsupervised with students/pupils at any point
 - In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, school staff have the right and responsibility to interrupt and/or stop a presentation
 - The Organiser will conduct a post-event evaluation of how the visit met the needs of our students/pupils

7.0 **POLICY REVIEW**

The Trustees will review this policy in line with the procedure for policy review.

Date for review - if no other reason for review (see policy review procedure) this policy will be reviewed every three years.