

Visiting Speaker Policy

Bolder Academy

390 London Road, Isleworth, Middlesex TW7 5AJ
Registered in England and Wales No: 08932893
Visiting Speaker Policy V1

This policy is called:	Visiting Speaker Policy
It applies to:	All staff, governors and visitors to Bolder Academy
Person responsible for its revision:	Headteacher
Status:	Statutory
Published on:	The Academy Website
Approval by:	Governing Board
Review frequency:	Annually (alongside safeguarding)
Date of approval:	June 2020
Date of next approval:	June 2021

Purpose

The purpose of this policy is to safeguard and promote the welfare of children and young people and set the expectation that all staff, teaching and non-teaching (including temporary and supply staff), governors and volunteers to share this commitment.

Responsibility

Headteacher, Deputy Head, Designated Safeguarding Lead and all staff.

Procedure to be followed prior to day of visit

1. The Headteacher must be informed at least two weeks in advance, where possible, that a visiting speaker is to be invited to the Academy.
2. The member of staff requesting the visit must ensure that they have briefed the visitor in terms of safeguarding expectations as well as vetting the speaker to ensure they are suitable.
3. If there are any concerns during the vetting process then the speakers visit will be cancelled.
4. The Visiting Speaker Form must be signed (see Appendix 1) when the speaker arrives at the Academy. This form indicates a commitment to the following:
 - Not inciting hatred, violence or call for the breaking of the law.
 - Not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
 - Not spreading intolerance in the community and thus aid in disrupting social and community harmony.
 - Avoiding insulting other faiths or groups, within a framework of positive debate and challenge.
 - Must adhere to the school's equal opportunities and safeguarding policies.
 - Not permitted to raise or gather funds for any external organisation or cause without express permission of the Headteacher.

Procedure to be followed on the day of the visit

1. On arrival, the visiting speaker should be met in Reception, an ID badge issued and a member of school staff should remain with the speaker during the entire duration of their time in the Academy.
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 Academy staff.
3. During the speech/presentation at least one member of staff will be present at all times.
4. Following the address/assembly the guest should be accompanied by a member of staff to 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 Lead immediately.
6. If concerns are raised, the Designated Safeguarding Lead will take action to address the concern in line with the school's Safeguarding policy.
7. Records of Visiting Speakers will be maintained by the HR Director.

APPENDIX 1: Agreement and Guidelines for Visiting Speakers

Bolder Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, teaching and non-teaching (including temporary and supply staff), governors and volunteers to share this commitment.

Bolder Academy takes seriously its responsibility under Section 175 of the Education Act 2002 and existing documentation including 'Keeping Children Safe in Education' relating to Child Protection to safeguard and promote the welfare of children; and to work together with other agencies to ensure there are adequate arrangements within our school to identify, assess and support students.

Name of visiting speaker:

Organisation (if applicable):

I agree to the following terms and conditions:

1. The presentation will 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. I understand that I am not permitted to encourage, glorify or promote any acts of extremist behaviour including individuals, groups or organisations that support such acts.
4. I will avoid insulting other faiths or groups, within a framework of positive debate and challenge.
5. I will not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
6. I will comply with the school's Equal Opportunities and Safeguarding Policy.
7. I acknowledge that 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: _____



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