

## St. Joseph's In The Park



<b>Policy Title</b> <b>Visiting Speaker Policy</b>	<b>Date</b> <b>Summer 2019</b>
<b>Owner</b> <b>Head /Academic Director</b>	
<b>Approved By Governors</b> <b>Date</b>	<b>Date for review</b> <b>Summer 2021</b> <b>(Resources Committee)</b>

**This policy is for whole school including EYFS.**

We often invite speakers from our wider community to give talks to enrich our 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. Our responsibility to our students 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.

The "Prevent" statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*, DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

The protocols for Visiting Speakers are:

All visiting speakers to have a nominated point of contact at the school (the Organiser) and report to Reception first

At Reception, all visitors must state the purpose of their visit and who has invited them.

All visitors will be asked to sign the Visitors' Book which is kept in Reception at all times. Reception staff will issue an identification badge which must remain visible throughout the visit.

The contact member of staff will be asked to come to Reception to receive the visitor or visitors will be escorted to their point of contact

Requesting the Visiting Speaker to complete the **Visiting Speaker at St Joseph's In The Park** form, which asks them to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (attached to the form).

Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions

Refusal 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

Maintaining a formal register of all visiting speakers (held in Reception)  
– Appendix 1

Visitors to provide photo ID upon arrival at School

Ensuring visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point

Conducting a post-event evaluation of how the visit met the needs of our students



St Joseph's In The Park

Independent Prep School

## Visiting Speaker at St Joseph's In The Park School

Name of Speaker	
Date of Birth	
Date of Proposed Visit	
Name of Contact at SJITP	
<b>Reason for Visit</b>	
Please outline below the information you wish to communicate in your talk to St Joseph's In The Park pupils:	
Please sign below to confirm:	
<input type="checkbox"/> That the information you have provided is true and accurate <input type="checkbox"/> That you agree to the 'Guidelines for Visiting Speakers' overleaf. <input type="checkbox"/> That you will bring valid photo ID (Driving Licence or Passport) with you on the day as proof of your ID.	

**Please now send this form back to your contact at St Joseph's In the Park school (the Organiser) as soon as possible.**

For SJITP Staff Use Only: **Signature of Organiser**      **Date:**  
**Approved by Head/Academic Director**                      **Date**

### Visiting Speakers' Log

