



Policy – Visiting speakers

Date – February 2016

Review Date – February 2018

Based on – Prevent Duty guidance in England and Wales (HM Government July 2015)

Signed by the Headteacher

Name _____

Signed on behalf of Governors

Name _____

1. Enable all pupils to reach their highest level of achievement and attainment in all areas of the curriculum.
2. As a church school, promote high standards of spiritual and personal development, recognising that this includes activities undertaken outside the school day.
3. Develop and implement consistent whole school policies which help children towards self-discipline and respect for themselves and others.
4. Maintain a well ordered and stimulating working environment by the use of effective classroom organisation, attractive displays and the ongoing development of the school grounds.
5. Encourage all pupils to become involved in the development of the school and grounds, to appreciate our surroundings and to develop a sense of responsibility for its upkeep.
6. Ensure that the statutory requirements of the National Curriculum are met and that the provision is both appropriate and relevant for each child.
7. To have assessment and planning procedures that ensure the continuity and progression of learning required for each child to reach his or her full potential.
8. Emphasise the vital and continuing role of parents in their child's education and involve them in that process through regular consultation and communication.
9. Ensure that all individuals working in the school receive the resources and training necessary to enable them to carry out their roles effectively and encourage continuing professional development.
10. To work with St Mary's church, the other local churches and the local community through regular visits and participation in local events.

Our Vision

Our school is strongly committed to providing a happy, secure and attractive environment in which all members of our school community - children, teachers, parents, ancillary staff and governors - work together in an atmosphere of friendship, tolerance and understanding. We strive to ensure that the children in our care are able to make the most of their educational opportunities and experiences, with the ultimate aim of preparing them for a confident and responsible adult role within our ever changing society.

Meeting the spiritual, emotional, intellectual and physical needs of our children, whatever their ability, is our priority. The provision of an accessible and appropriate curriculum is based on legal requirements and the needs identified within the school. To enable teachers and other staff to meet these demands, they will be supported professionally through access to relevant training. There will be careful and sensitive management of human, physical and financial resources to enable the school to make the most of educational and professional opportunities.

Central to the values expressed in our school is respect. Through respect, each one of us can recognise our own worth, the value in being part of the school community and also appreciate the rich diversity of the wider community. We promote a sense of respect for each other, responsibility towards property and an active concern for the needs of our local area, our country and the wider world. Recognising and valuing the different strengths, weaknesses and experiences each member of our community brings helps us support each other.

Our school places great value on its Christian values and works closely with St. Mary's Church, other Burley in Wharfedale churches and the local community. We place particular importance on involving parents through recognising and valuing their continuing role in the education of their children. By listening to their concerns, we hope to promote an atmosphere of mutual respect and a shared role in helping each child to reach their full potential. We develop appropriate codes of behaviour that support the values and aims of our school, ensuring that we can work together to provide the best possible education for all our children.

Purpose of inviting speakers into school

Visiting Speakers Policy – February 2016

At Burley and Woodhead CE Primary School, we value the input that external visitors can add to the broad and balanced curriculum we deliver. External visitors can put learning into real life, share their experiences with the children and add a different dimension to the learning.

It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines. It is our aim to safeguard all children under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Burley and Woodhead CE Primary can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Procedure for inviting speakers

Once a member of staff identifies a speaker they would like to invite into school, they need to inform the Headteacher about:

- why the speaker has been chosen
- the date they are proposing inviting the speaker into school
- which year groups they would like the speaker to present to
- which member of staff will be supervising the speaker for their visit
- what will happen if the member of staff is concerned about what the speaker is communicating to the children
- an understanding from the speaker that talks and presentations will not be used to raise funds, without the prior written permission of the Headteacher.

Checks on the speaker

Checks will be carried out on the speaker including:

- internet search on the person
- contacting the organisation the person is from to establish credibility
- contacting other schools where the person has spoken previously
- information from the person speaking about what they are proposing to cover including showing all resources they intend to use during the visit e.g. presentation materials

The speaker will agree that:

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

Where possible, speakers will be invited from established companies, charities or services such as the NHS, police and fire service.

When the speaker arrives in school

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Visiting speakers must arrive at reception in good time to book in, and must bring suitable 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

When the speaker arrives at school, they will be asked to read and sign the "Visiting speaker" (appendix 1) to ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.

Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

All information about the visiting speaker and the booking process should be recorded on a suitable proforma (see appendix 2)

After the presentation, an evaluation form (see appendix 2) will be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future.

This policy should be read with the following policies:

- Safeguarding & Child Protection Policy
- Collective worship policy
- PREVENT Strategy HM Gov
- Keeping Children Safe in Education DfE 2015

Appendix 1: Visiting speaker agreement

Visiting Speakers Policy – February 2016



To meet the requirements of the Prevent Duty, we ask that visiting speakers agree to the following:

Any messages communicated to students support fundamental British Values and our school values (available to view in the entrance hall).

Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.

Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.

Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.

Activities are matched to the needs of students.

Visitors will be accompanied by a member of staff.

Name of visitor:

Signed:

Date:

Appendix 2: Visiting speaker booking form and evaluation

Visiting Speakers Policy – February 2016



Name:

From:

Contact in school:

Checks completed:

Contact details:

Day and time in school:

Year group:

Location:

Overview of presentation/speech:

Evaluation/feedback: