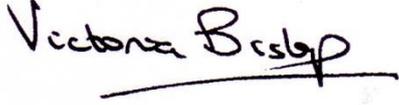


Title	Guest Speaker Policy
Produced	March 2017
Next Review	March 2019
Associated Policies	
Originator	Victoria Bishop
Approved	

Guest Speaker Policy

We live in an open society where there exists a free exchange of opinions and viewpoints. An education should prepare students to enter this arena equipped with critical thinking skills and the ability to express themselves. This policy is not an attempt to stifle the discussion of controversial issues but rather it is an attempt to provide a framework within which that discussion will neither cause polarization of the community nor concern among parents and teachers.

It is the policy of The Trust that the use of outside/community speakers will be encouraged when it is based on prior approval of the Principal and is appropriate for the level and course content. Every effort will be made to provide a balance of viewpoints when dealing with potentially controversial issues or candidates for public office. Teachers will ensure that the presentation (or any follow-up to the presentation) is consistent with the approved programmes and policies and the promotion of fundamental British values.

Staff members shall adhere to the following guidelines:

1. This policy should be read in conjunction with our safeguarding policy and what it has to say about the supervision of visitors and protecting young people from extremism and those who hold extremist views. However, we also have a duty to develop the resilience of young people to extremist views, by well managed discussion and the interrogation of extremist ideology.
2. The teacher who desires to have a guest speaker shall make a formal request verbally and in writing to the Principal. As part of the request, the teacher will include the speaker's name, the topic to be addressed, the credentials of the speaker, the tie to the curriculum, as well as the date of the presentation and the class periods to be addressed. Each request should be made five school days prior to the date of the proposed speaker's presentation. If the topic is potentially controversial, the request must be made at least ten school days prior to the presentation.
3. If the topic is deemed by the teacher or Principal as potentially controversial, parents/guardians must be notified in writing five school days prior to the date of the presentation. Notification must include the speaker's name, topic to be addressed, tie to the curriculum, credentials of the speaker, date of the presentation, and class periods to be addressed. To allow a student to participate, the parent/guardian must sign the bottom of the notice and return it to school. The student will not participate without the signed permission of the parent/guardian.
4. Students may only invite guest speakers when a member of staff assumes responsibility for the speaker and follows the requirements of this policy.
5. All quest speakers must follow the school's policies on diversity and equality and refrain from any comments, including humorous comments, which do not uphold our values. In particular, racist, sexist, homophobic, anti-disability comments must not occur.

6. Teachers shall select speakers and topics appropriate to the age and level of the students.
7. Teachers shall select speakers and topics which are congruent with the curriculum of the course.
8. When using an outside/community speaker, primary responsibility for the instruction and supervision of students is retained by the teacher.
9. Except in the context of managed debate, speakers should not explicitly promote political parties.
10. In the event a request for an outside/community speaker is denied, the teacher may request a meeting with the Principal. The meeting shall be held no later than five school days from the date of the request for the meeting. In the event that the teacher is not satisfied with the findings of the Principal, the teacher may request a review of the denial with the CEO.
11. If a student is involved in inviting an outside/community speaker into the classroom or school, the student must make a formal request in writing to the teacher who will be sponsoring the presentation. The teacher will then follow the process as outlined.
12. In the event that a parent/carer has a grievance following any speaker presentation, they are requested to follow the Trust's Complaints Procedure. Full details of this are on the Trust and individual Academy websites.
13. Violations of the policy are subject to review by the CEO and/or Board of Directors.

Visitor Safeguarding Procedures

Visiting speakers should be met by the host teacher or staff member. Signing in procedure at the Academy reception should follow usual procedures and the appropriate badge or identification issued.

Out of normal reception hours, the host staff member must ensure that they meet the speaker and sign them in.

Visiting speakers must be accompanied according to the level of DBS clearance.

HAT Visiting Speakers Risk Assessment

This form is to be completed before and after the visit. A copy should be sent to the Principal and CEO. This checklist can also be used to help evaluate the suitability of venues or speakers on educational visits, or organisations and groups running events for pupils on school premises. This checklist is designed to be used alongside other Academy policies, such as:

- Visiting speaker policies
- Safeguarding policies
- Curriculum policies

Any concerns raised by steps 1-9 should be discussed with the Academy Principal before proceeding.

	Vetting procedures	Notes
1.	How did the academy find the speaker?	
2.	Has the speaker been used before? If yes and there are no concerns please go to section 10.	
3.	Was he/she recommended by a trustworthy person/organization?	
4.	Does the academy have the speaker's cv?	
5.	Does the speaker have appropriate DBS checks in place?	
6.	Does an internet search about the speaker raise any concerns?	
7.	Can the speaker provide references of other schools where he/she has spoken? What is the feedback from those referees?	Yes/No

8.	Have you discussed the Academy's expectations with the speaker?	
9.	Do they understand the purpose of their visit and any rules the Academy has in place?	

10. Visitor/Speaker details

Curriculum Area	
Year Group(s)	
Nature/topic of the visit	
Date of the visit	

11. Aims of the Visit/Talk

Aim of the visit (please tick all that apply)	
<input type="checkbox"/>	Improve subject engagement
<input type="checkbox"/>	Raise self-esteem/improve personal or social skills
<input type="checkbox"/>	Improve attitudes to learning
<input type="checkbox"/>	Promote British Values
<input type="checkbox"/>	Contribute to the development of spiritual, moral, social and cultural (SMSC) education
<input type="checkbox"/>	Enrich the curriculum
<input type="checkbox"/>	Other (please list):

12. Pre-visit assessment

Why do you think that the speaker/visitor is necessary or beneficial? Note any evidence you have (e.g. observations on behaviour, learning observations, or progress and attainment information)

13. Post-visit assessment

Reassess the evidence above. Have there been any changes?

14.

Would you recommend this speaker/visitor again? Why or why not?