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# THE LATYMER SCHOOL

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Founded 1624

## VISITORS SPEAKERS' POLICY

Policy Review by	Pupils and Personnel Committee, February 2020
Policy adopted	Full Governors' Meeting, April 2020
Review date of policy	February 2023 (Three years)

## **VISITING SPEAKERS POLICY**

### **What is the Policy for?**

The Visiting Speakers Policy provides the framework for procedures relating to an external speaker visiting The Latymer School to speak to our students. Visiting speakers are very important to enrich the student's experience of school. Our responsibility is to ensure that any information the students receive is done within a safe environment and that care must be exercised to respect the diverse views and values of all students in our school community. Any information delivered to students at the school must be aligned to and promote the values of the school.

### **Who is the Policy for?**

The policy is intended for speakers who have been invited to talk to students and/or parents and carers and internal training sessions.

### **Policy Procedure**

The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form is read fully, signed and dated. This needs to be completed and returned to the school before the presentation can take place. The form indicates a commitment to the following:

- Activities are matched to the needs of students.
- The presentation will be age appropriate and appropriate language and behaviour will be used at all times.
- Any messages communicated to students support the school values (please see "Latymer School Aims and Goals" below) and fundamental British Values.
- The speaker must adhere to the school's equal opportunities and safeguarding policies.
- 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 encourage students to break the law or seek to glorify criminal activity, violence, 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 are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- The speaker must send a copy of the presentation / speaking notes to the member of staff prior to the presentation taking place.

### **On the day of the visit the procedure should be as follows:**

- The visitor should be met at reception, sign in using the inventory and be issued with a visitors' badge which they must wear at all times.
- A copy of the signed Visiting Speaker Agreement Form should be available at reception and double checked by the member of staff responsible for the visit.
- A staff member should remain with the visitor during the time they are in the school.
- During any presentation at least one member of school staff should be present at all times.

- After the presentation, the speaker should be accompanied to reception to sign out using the inventory.
- In the unlikely event that the talk/presentation does not meet with the requirements of the visiting speaker agreement, school staff have the right and responsibility to interrupt and/or stop a presentation
- If any concerns arising during the presentation, these should be reported immediately to a member of the school's safeguarding team and/or the Headteacher, depending on the nature of the concerns.

### **LATYMER SCHOOL AIMS AND GOALS**

"To provide a first class, liberal education where pupils achieve their full potential and show consideration for others"

- To help pupils develop lively enquiring minds, apply themselves to tasks and acquire practical skills and knowledge that are valued both for their own sake and for the broader good of society.
- To ensure that school life is valued for itself as well as a preparation for adulthood and employment.
- To help pupils develop the ambition and self-esteem to realise their full potential.
- To encourage pupils to be aware of and understand their own and others' feelings.
- To assist pupils to develop an understanding of and respect for the beliefs and values of others.
- To provide a wide range of opportunities for all pupils.
- To help pupils understand the world and the interdependence of individuals, communities and nations.
- To help pupils understand the consequences for the environment of their actions and those of others.
- To encourage pupils to contribute to the common good both now and in the future.

## VISITING SPEAKERS' AGREEMENT FORM

We are grateful to have a wide range of speakers willing to come into the school to share their thoughts, ideas and experiences with our students.

As part of our safeguarding procedures, we ask all visitors to complete, sign and return the form below prior to any presentation being delivered in the school.

**Please complete in BLOCK CAPITALS:**

  

**Name of Visiting Speaker:**

  

**Name of member of staff organising and accountable of the visit:**

  

**Date of Visit:**

As a visitor to the school I undertake to agree to the following terms and conditions:

The presentation will be age appropriate.

Appropriate language and behaviour will be used at all times.

The presentation will be consistent with the ethos of the school and does not marginalise any communities, groups or individuals.

Any messages communicated to students will not seek to glorify criminal activity, breaking the law, violence, extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.

I will not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any acts of terrorism.

I will seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

I will adhere to the school's equal opportunities and safeguarding policies.\*

I will send a copy of the presentation / speaking notes to the appropriate member of staff at least one week prior to the presentation taking place.

I have read and understood the Visiting Speakers' Policy.\*

Signature: .....

Date: .....

\* All these policies can be found on the school's website: <http://www.latymer.co.uk/school/policies>