



Policy Number: CRA-AP-027
Issue / Version No. 1

Visiting Speaker Policy

Current Status:
FINAL

Ratified

Compliance:

**All members of Chandlers Ridge Academy staff will follow Academy policies.
The consequences of non-compliance may include disciplinary or legal action.**

Document Control

Application	This policy pertains to all activities undertaken by all staff at Chandlers Ridge Academy
Associated policy reference and title	CRA-AP-004 Safeguarding CRA-AP-021 Child Protection CRA-AP-014 Anti-Radicalisation
Date of ratification	16 th March 2017
Date to be reviewed	January 2019
Replacing	New policy
Policy Lead	Louise Lidgard HT
Members of working party	Local cluster heads
This policy has been ratified by: Board or Sub-Committee (specify)	Finance & Staffing Sub Committee

Consultation Audit Trail

Name	Role	Version	Date
Jo Turner	Business Manager, Assurance	V0.2	6/3/17
Directors	Assurance/Approval	V0.2	6/3/17

Change Log

Summarise the major changes between versions below

Pg/Section	Change	Version	Date
	New policy	V0.1	September 2016

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Chandlers Ridge Academy Visiting Speakers Policy

1. Introduction

1. Chandlers Ridge Academy is part of a wider community. Occasionally, we have speakers from our wider community who enrich our children's experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of the world and global issues and providing motivational inspiration through the sharing of a speaker's experience.
2. This may happen during the school day or as part of extra-curricular activities. Our responsibility is to ensure that our children's safety and welfare is never compromised and that the information they receive they can critically assess as to its value to themselves.
3. The information must be aligned to the ethos and values of the school and British values.

2. Scope of Policy and Objectives

1. This policy covers all activities which involve visiting speakers into school.

3. Responsibilities

1. **BoD:** The BoD has overall responsibility to ensure that policies and procedures are in place for the processes associated with the Chandlers Ridge Academy.
2. **Head Teacher:** The Head Teacher has responsibility to ensure that operational services are suitably established to provide the processes associated with the Chandlers Ridge Academy to ensure that all staff and volunteers understand and comply with the service provision. The Head Teacher will ensure that preventive and protective measures are in place.
3. **Senior Leadership Team:** Each Senior Leader is responsible for ensuring that the policies and procedures are adhered to within their area of accountability.
4. **Teachers:** Each Teacher is responsible for ensuring that the policies and procedures are adhered to within their area of accountability.
5. **All Staff and volunteer helpers:** All staff and volunteer helpers within the scope of the policies and procedures are responsible for the implementation of the policy within their own area of accountability
6. **All visitors:** All visitors are responsible for adhering to this policy and should be wearing a visitor's badge. Any visitors not wearing a badge should be challenged politely to enquire who they are and their business. They should then be escorted to sign in. In the event of refusal they should be asked to leave immediately and the Head Teacher or a senior member of staff informed. If the unknown visitor becomes abusive or aggressive they will be asked to leave the site immediately and warned that if they fail to leave the school grounds police assistance will be called for.

4. Key Themes

4.1 Vetting of speakers

1. All requests for outside speakers or visitors must be discussed with the Head Teacher. The Head Teacher will request:
 - a. A biography of the speaker or institution must be provided with the relevance and purpose clearly defined as to the information the speaker/visitor wishes to communicate or work to be undertaken.
 - b. Any information conveyed must align to the core values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to the Head Teacher.
 - c. Whenever possible a notice period of no less than one month be made prior to the speaker/visitor's proposed date at school with the date and time for the visit.
 - d. An organiser for the visitor/speaker is provided who will be the liaison with school.
 - e. The organiser must ascertain that all information communicated by the visitor/speaker must be lawful.
2. When sufficient information has been collated the Head Teacher will be able to make a decision giving permission for the visitor/ speaker to come to the school.

4.2 Safeguarding

1. School safeguarding procedures apply and visiting speakers should normally have photograph identity from their institution.
2. Visitors must always state the purpose of their visit to the reception office staff and who has invited them there.
3. They must sign in and they will be issued with a visitors' badge which they must wear at all times.
4. They must wait in Reception until their point of contact collects them or be escorted to them by another member of staff.
5. They should not be sent through the inner door of the Reception area until the escort arrives.
6. Visitors are accompanied in the buildings at all times.
7. They must not take photographs without prior arrangement with the school and our usual photograph policy will be in place to safeguard pupils.
8. In the event of a fire drill or lockdown they should be accompanied to a suitable assembly point or place of safety.
9. On leaving the school they should leave via reception, returning their visitors badge as they go and sign out.

4.3 Delivery of speech/visit

1. Staff will be present during the visit and monitor that the speech/ work with pupils aligns with the values and ethos of the school and British values.
2. There must be no attempt to marginalise any communities, groups or individuals or to glorify criminal activity, violent extremism, or to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies.

3. Activities should be properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication. In the unlikely event that the visitor does not meet this requirement, immediate action will be taken by the senior leader to balance the information given.
4. Activities should be matched to the needs of pupils.
5. We recognise that children may wish to explore opposing views and ideologies, appropriate to their age, understanding and ability, and to be able to engage in informed debate, and we may use external agencies to facilitate and support this.
6. By delivering a broad and balanced curriculum, augmented by the use of external resources where appropriate we will strive to ensure our children recognise risk and learn to build resilience to manage such risk where appropriate to their age and ability, as well as building critical thinking skills needed to engage in informed debate.
7. Visitors may come to deliver a lesson (normally supervised by a member of staff), to meet with small groups of children or individuals (e.g. children's services or health professionals).
8. Any visitor who is not DBS checked must not be alone with any child at any point. This includes whole class or small group teaching or one –to-one interviews. This must be agreed in advance.
9. Any speaker who refuses to have a teacher present when they work with pupils will not be permitted to address them.
10. Regular visitors to the school must have DBS clearance.

4.4 Post speech/visit evaluation

1. The speech/ visit is evaluated by the organiser as to whether it met the needs of our students. Should the visit/speaker not meet the needs of our students then this will be clearly communicated to the visiting speaker/ institution by the Head Teacher.
2. Thank you letters are sent as appropriate by the organiser and may be sent by pupils provided they only use first names.

5. Implementation

1. Chandlers Ridge Academy Directors, Head Teacher, Senior Leadership Team and Teachers are responsible for ensuring that this policy is effectively implemented.
2. This policy will be available on the Chandlers Ridge Academy Website.

6. Audit

1. This policy will be reviewed on a 2 year cycle or earlier if necessary.