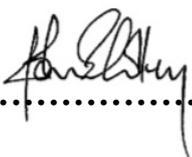


CAISTOR GRAMMAR SCHOOL

VISITING SPEAKER POLICY

Approved by Full Governing Body on 6 March 2017.....

Reviewed4th February 2019.....

Signed.....

Chair of Governors

Visiting speaker policy

Caistor Grammar School is a School that supports the principle of inviting visiting speakers into address either the School as a whole, entire year groups, form groups and small interest groups. As part of a wider community, we see visiting speakers as an opportunity to enrich our students' experience of school, to provide students with information that helps them to make decisions, to widen their understanding of the world and global issues and to provide motivation through the sharing of speakers' biographies and experiences. We also want our students to engage with experts beyond our own community and to be presented with alternative perspectives of the world. We also recognise that students have a right to challenge and scrutinize views within a tolerant environment so as to draw their own conclusions.

We are also a School that is aware of our duty to safeguard students, and more recently of the Prevent duty. This policy, therefore, provides a framework by which visiting speakers are assessed for suitability to address students, invited to the school and the visit.

This policy should be read in conjunction with the following policies:

- Safeguarding and child protection policy (CJ)
- Prevent Duty policy (CN)
- Prevent Strategy HM Government
- Keeping Children Safe in Education DfE 2018

Principles

1. Visitors are welcomed at Caistor Grammar School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. However, it is the School's responsibility to ensure that the security and welfare of its students are not compromised at any time. The School is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.
2. It is our aim to safeguard all children under the School's responsibility both during the school day and in extra-curricular activities. The ultimate aim is to ensure that students enjoy the presence of a visiting speaker in an environment where they are safe from harm.
3. The following protocol ensures that the above points are adhered to.

Protocol

Pre-visit

- a) All requests for visiting speakers should be submitted to the Headmaster for approval, ideally half a term ahead of the proposed date. The Deputy Head pre-approves the form.

- b) A biography or website address for the visiting speaker should be provided when seeking approval. The organiser will ensure that the information provided will align with the ethos of the School and to British values.
- c) The visit's organiser will be the liaison point between the school and the visiting speaker.
- d) The organiser must ascertain that all information communicated by the visitor/speaker is lawful. This can include an outline of their speech by email.

The visit

- a) School safeguarding procedures will apply. The visitor will be asked to sign in, present photographic ID and will receive a visitor's badge.
- b) Visitors are accompanied by a member of staff in the buildings at all times.
- c) A member of staff, not necessarily the liaison, will be present at all times and will monitor the speech to ensure it does not contradict the School's ethos or British values.
- d) In the unlikely event that the speech does not meet this requirement, action will be taken by the liaison at an appropriate point to address the concern or to re-assert the School's ethos.

Post-visit

The speech visit is evaluated by the organiser as to whether it met the needs of our students. Should the visit not meet the needs of students, this will be communicated to the visiting speaker or to the institution representing the visiting speaker by the Headmaster.

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