



# Holyhead

Teach What Matters

## Visiting Speaker Policy

Date policy last reviewed:

N/A

Policy Lead:

D Denny

Signed by:

\_\_\_\_\_  
Principal

Date 5th December 2024

\_\_\_\_\_  
Chair of Governors

Date 5th December 2024



### Details of the Changes

[illegible]



**Holyhead**

Teach What Matters

## **Visiting Speaker Policy**

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## **Visiting Speaker Policy**

### **1. Introduction and aims**

We often invite speakers from our wider community to give talks to enrich our students' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of local and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the School and students greatly appreciate the time and effort that Visiting Speakers put into their presentations.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of Holyhead School and Central Region Schools Trust. It is crucial that the information is also aligned with the British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The purpose of this policy is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

**Prevent duty guidance - GOV.UK** - Statutory guidance on the Prevent duty states that schools should have clear protocols to ensure that any visiting speakers are suitable and appropriately supervised.

### **2. Visiting Speaker protocols**

- All visiting speakers must have a nominated point of contact at the school (the organiser)
- The organiser at Holyhead School must complete the Visiting Speaker at Holyhead School Form, well in advance of the visit (minimum 2 weeks).
  - This should be authorised by the Senior Leader Line Manager and sent to the HR Administrator / Community Connecting Officer in advance of the visit.
  - This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the students to be in attendance and does not undermine British values or the ethos and values of the School.

- The organiser must send a copy of the Guidelines for Visiting Speakers (see Appendix) to the speaker in advance of their visit.
- The organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable, this to be submitted to the HR Administrator / Community Connecting Officer along with the Visiting Speaker at Holyhead School form.
- Staff must inform the visiting speaker that USB sticks must not be brought into school and that any presentation/material etc should be sent to the organiser in advance for quality assurance purposes.
- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.
- The HR Administrator / Community Connecting Officer will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the Trust's Data Protection Policy.
- Visitors to provide photo ID upon arrival at School, the organiser should check this and verify the Speaker's identity.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation
- The organiser will conduct a post-event evaluation of how the visit met the needs of our students

### **3. Links with other policies**

This Policy is linked to

- Safeguarding and Child Protection Policy
- No Platform Policy

### **4. Monitoring and review**

This policy is reviewed every two years by the Local Academy Governing Board.

The scheduled review date for this policy is Autumn 2026.

The Policy Lead is: D Denny

### **Guideline for Visiting Speakers at Holyhead**

The School values visits from speakers that enrich our students' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

**Prevent duty guidance - GOV.UK** - Statutory guidance on the Prevent duty states that schools should have clear protocols to ensure that any visiting speakers are suitable and appropriately supervised.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause.
- School staff have the right and responsibility to stop the presentation/talk for any violation of this agreement.
- USB sticks are not permitted to be used on the School's network.
- Please ensure that you send a copy of any presentation/accompanying material to the organiser at Holyhead School prior to your visit.

Your attendance at the School will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.

Please ensure that you bring photographic proof of ID with you on arrival for checking.

Visiting speakers are also required to read the Safeguarding Advice for Volunteers, Visitors and Contractors.