VISITING SPEAKER PROTOCOLS

Reviewed October 2025
Next Review due September 2026

We often invite speakers from our wider community to give talks to enrich our pupils' 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.

Both the school and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations. Our responsibility to our pupils 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 Catholic nature of our school and 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 protocol document 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 document was therefore drawn up having had regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations. The "Prevent" statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers", DfE, June 2015 https://www.gov.uk/government/publications/prevent-duty-guidance) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

This protocol document should be read in conjunction with the school's Safeguarding and Child Protection Policy.

The protocols are:

• All visiting speakers to have a nominated point of contact at the school (the organiser). The organiser will ensure that the visiting speakers are aware of all fire safety and evacuation procedures in case of emergency.

• The organiser at St. Francis of Assisi must complete the Visiting Speaker at St. Francis of Assisi Primary School Form (Appendix 1: Agreement and Guidelines for Visiting Speakers) well in advance of the visit. This should be authorised by the Head of School and/or the Educational Visits Coordinator. 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 pupils 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 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.
- 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 Admin Officer will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School'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 by a member of staff and are not to be left unsupervised with pupils at any point. This is a whole school policy.
- 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.

Agreement and Guidelines for Visiting Speakers

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of visiting speaker:

Organisation (if applicable):

The visiting speaker agrees to the following terms and conditions:

1. Please sign in at reception and wear the visitor's lanyard at all times.
2. Please provide photo ID upon arrival at our school.
3. The presentation must be appropriate to the age and maturity level of the pupil audience.
4. Unless absolutely unavoidable, please do not use your mobile phone when near the pupils.
5. Under no circumstances are you to take photographs or video of the children on any type of device.
6. Please be mindful. Children are inquisitive and may ask you what you are doing. Entering into conversation is a natural thing to do, but please be mindful of the age of the children and your use of language when working in earshot of the pupils
7. Please act in a professional manner at all times.
8. If a pupil says something which is inappropriate or makes you feel uneasy, please report it immediately to a member of staff. They will direct you to the right person immediately.
9. In the unlikely event you are working alone in a space with a single child present, please remove yourself immediately and either wait for the child to leave or speak to a member of staff so they can ensure the space is vacated.
10. If you find yourself in a situation where a child makes a disclosure to you, this concern must be passed on and dealt with immediately and always on the same day. Our school has a designated safeguarding lead to whom you can talk. Any member of staff will help to point you to the right person. The DSL at St. Francis of Assisi is Paula Murphy and the deputy is Colin Bartlett.
11. The presentation must not incite hatred, violence or call for the breaking of the law.
12. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisations that support such acts.
13. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.

14. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
15. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head of School.
16. Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
17. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement. I have read these guidelines and agree to abide by them.

Visiting speaker's signature: **Date:**

If you have any questions, please speak to the organiser or member of the Senior Leadership Team.

Please return this form to the school office once read, understood and complete.

ID provided:

Checked by: