Visiting Speakers – Procedure to be followed prior to day of visit

1. The Principal must be informed at least three weeks’ in advance, where possible, that a visiting speaker is to be invited to the school. When looking at inviting an outside speaker, a completed Request for Prior Approval for Visiting Speaker Form should be provided. The Principal can then give outline authorisation for the speaker to be booked.

2. Details must then be passed to the Designated Safeguarding Lead and the process of vetting will begin. Final clearance will then be granted or any concerns will be passed on to the Local Authority Prevent Officers as appropriate.

3. The member of staff responsible for booking the speaker must ensure the Visiting Speaker agreement form is read and signed. The speaker should be advised that they will be required to sign an agreement before speaking. If requested, a copy of the agreement will be sent to the speaker in advance of the presentation.

Visiting Speakers – Procedure to be followed on the day of visit

1. On arrival the visiting speaker should be met at reception, an ID badge issued and a member of school staff should remain with the speaker during the entire duration of their time in school.

2. Prior to the presentation the Visiting Speaker Agreement Form must be read and signed by the visiting speaker and returned to a member of the school staff.

3. During the presentation at least one member of staff will be present at all times.

4. Following the presentation the guest should be accompanied to reception where they should sign out and leave the premises.
REQUEST FOR PRIOR APPROVAL FOR VISITING SPEAKER

Name of member of staff making request:

Proposed date of event/details of visiting speaker:

Brief description of event/reason for visit:

Target audience (teaching group/year groups etc.):

Approximate audience number:

Details of the visiting speaker (brief biography):

Topic of the proposed presentation and short summary of content to be covered:

If applicable the name of the organisation the visiting speaker represents:

ASPIRE
**Prior Approval Granted** (Please delete/highlight as necessary) Yes / No

If denied, reasons for not granting approval:

**CIRCULATION: Please sign and pass on in the order shown below:**

<table>
<thead>
<tr>
<th>To be seen by</th>
<th>Principal</th>
<th>Designated Safeguarding Lead</th>
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<tbody>
<tr>
<td>Initials</td>
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AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

The Parker Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, teaching and non-teaching (including temporary and supply staff), governors and volunteers to share this commitment. The Parker Academy takes seriously its responsibility under section 175 of the Education Act 2002 and existing documentation including ‘Keeping Children Safe in Education’ relating to Child Protection to safeguard and promote the welfare of children; and to work together with other agencies to ensure there are adequate arrangements within our school to identify, assess and support students.

Name of visiting speaker:

Organisation (if applicable):

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language, and behaviour are required at all times.

2. The presentation must not incite hatred, violence or call for the breaking of the law.

3. The visiting speaker is not permitted to encourage, glorify or promote any acts of extremist behaviour including individuals, groups or organisations that support such acts.

4. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.

ASPIRE
6. Compliance with the school’s Equal Opportunities and Safeguarding Policy.

7. 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: __________