



Visiting Speakers Policy

Sutton Courtenay Primary School

Approved by the Local Governing Body:

30 November 2023

Review date: 30th November 2026

The policy must be reviewed and updated at least every 3 years.

Purpose

Sutton Courtenay C of E Primary School is part of a wider community. Occasionally, we have speakers from our wider community who enrich our pupil's experience of school, providing pupils 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 the information they receive they can critically assess as to its value to themselves and that the information is aligned to the Christian ethos and values of the school and British values.

Related Documents

Safeguarding and Child Protection Policy
Safeguarding Advice for Volunteers & Visitors
Visiting Speaker Form

Policy

We achieve our aims through the following procedures:

Requests must be discussed with the Headteacher. The Headteacher will request:

- A biography of the speaker or institution - this must be provided with the purpose clearly defined as to the information the speaker/visitor wishes to communicate. The information 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 Headteacher.
- Whenever possible a notice period of no less than one week be made prior to the speaker/visitor's proposed date at school.
- An organiser for the visitor/speaker is provided who will be the school liaison.
- The organiser must ascertain that all information communicated by the visitor/speaker must be lawful.

When sufficient information has been collated the Headteacher will be able to make a decision giving permission for the visitor/ speaker to come to Sutton Courtenay C of E Primary School.

Further guidelines

School safeguarding procedures apply and visiting speakers should normally have photograph identity from their institution. They will be issued with **Safeguarding Advice for Volunteers & Visitors** leaflet and be required to read these guidelines prior to entry into school. They will be issued with a visitors' badge which they must wear at all times.

Visitors are accompanied in the buildings at all times.

During the speech monitoring

Staff will be present during the visit to monitor that the speech aligns with the values and ethos of the school and British values. In the unlikely event that the speech does not meet this requirement, immediate action will be taken by a senior leader to balance the information given.

Post speech/ visit evaluation

The speech/ visit is evaluated by the organiser as to whether it met the needs of our children. Should the visit/speaker not meet the needs of our children then this will be clearly communicated to the visiting speaker/ institution by the Headteacher.

Thank you letters are sent.

Monitoring and Review

The implementation of this policy will be monitored by the Headteacher and DSL.

This policy will be updated in line with new initiatives together with any streamlining of school processes.

This policy will be reviewed every 3 years.

APPENDIX A: Visiting Speaker Form November 2023



Sutton Courtenay C of E Primary School Visiting Speaker Form

REQUEST MADE BY:

VISITING SPEAKER DETAILS:

Name:

Contact Details:

Website details (n/a if no website):

Purpose of Visit:

Date of Visit:

School Liaison person for visit:

Biography Attached of Speaker: Yes / No

HEADTEACHER PERMISSION

Permission Granted: Yes / No

Comments:

Signed: Name:

Date:

DURING VISIT

Name of SLT member present:

Did the visit meet the schools ethos and British Values? : Yes / No

If No, action taken by SLT member:

POST EVALUATION

Did the visit meet the original purpose? Yes / No

If no, comment as to why not:

If no, feedback communicated to the visiting speaker/institution by Head Teacher: Yes / No

Thank you letter sent: Yes / No