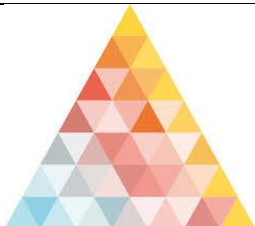


VERSION CONTROL TABLE

Policy Name	VISITING SPEAKER POLICY	
Policy Owner	Accomplish MAT	
Version Reference	Original Version (V1)	
Approved by	Standards Board	
Effective Date	September 2024	
Review Date	July 2026	

ADDITIONAL INFORMATION

This policy statement applies to anyone working on behalf of Accomplish Multi Academy Trust, including senior managers and the board of trustees, paid staff, volunteers, agency staff and students.

AIMS

The Visiting Speakers Policy provides the framework for procedures that all schools should follow when having an external speaker visit their school to speak to their students. Visiting speakers are very important to enrich the student's experience of school. Our responsibility is to ensure that any information the students receive is done within a safe environment and that care must be exercised to respect the diverse views and values of all students in our school community. Any information delivered to students at their school must be aligned to and promote the values of the Trust.

The policy is Accomplish MAT's and includes internal training sessions, as well as speakers being invited to talk to students and/or parents and carers.

[This policy should be read in conjunction with Accomplish MAT Safeguarding and Child Protection Policy](#)

PROCEDURES

The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form is read fully, signed and dated. This needs to be completed and returned to the school before the presentation can take place. The form indicates a commitment to the following:

- The speaker must not spread intolerance in the community and thus aid in disrupting social and community cohesion.
- The speaker must not incite hatred, violence or call for the breaking of the law.
- The speaker must not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any acts of terrorism.
- The speaker must seek to avoid insulting any faiths or groups within a framework of positive debate and challenge.
- The speaker must adhere to the school's equal opportunities and safeguarding policies.
- The speaker must send a copy of the presentation / speaking notes to the member of staff prior to the presentation taking place.
- The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without permission from the Headteacher.

On the day of the visit the procedure should be as follows:

- The visitor should be met at reception, signed in and be issued with a visitors' badge which they must wear at all times.
- A copy of the signed Visiting Speaker Agreement Form should be available at reception and double-checked by the member of staff responsible for the visit.
- A staff member should remain with the visitor during the time they are in the school.
- During any presentation at least one member of school staff should be present at all times.
- After the presentation, the speaker should be accompanied to reception in order to sign out and leave the visitors' badge.
- In the unlikely event that the talk/presentation does not meet with the requirements of the visiting speaker agreement, school staff have the right and responsibility to interrupt and/or stop a presentation
- If any concerns arising during the presentation, these should be reported immediately to a member of the school's safeguarding team and/or the Headteacher depending on the nature of the concerns.



APPENDIX ONE

VISITING SPEAKER AGREEMENT FORM

NAME:.....

COMPANY:.....

STAFF CONTACT:.....

As a visiting speaker to an Accomplish MAT school:

I understand that I must adhere to the following:

- The speaker must not spread intolerance in the community and thus aid in disrupting social and community cohesion.
- The speaker must not incite hatred, violence or call for the breaking of the law.
- The speaker must not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any acts of terrorism.
- The speaker must seek to avoid insulting any faiths or groups within a framework of positive debate and challenge.
- The speaker must adhere to the school's equal opportunities and safeguarding policies.
- The speaker must send a copy of the presentation / speaking notes to the member of staff prior to the presentation taking place.
- The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without permission from the Headteacher.

SIGNATURE OF VISITOR.....

I confirm I have sent a copy of my presentation and planned topic of discussion to the organiser and this has been deemed as appropriate (Please tick box to confirm)

I agree to adhere to the schools Safeguarding Policy and prior to my visit I have read, understood and agree to adhere to [Keeping Children Safe in Education \(Part 1\)](#)