



NEWCASTLE  
UNDER  
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SCHOOL

## Visiting Speaker Policy

This policy relates to all children at Newcastle-under-Lyme School, including those in the Prep School and the EYFS. This policy is published to parents and prospective parents on the School's website and it is available upon request to parents and prospective parents.

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 in to 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 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 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 drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations and relates to the aims of its Safeguarding Policy. The Prevent statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers, DfE, June 2023, see link below) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

This policy should be read in conjunction with the School's *Safeguarding Policy* and *Preventing Radicalisation and Extremism Policy*.

**In order to achieve our aims of protecting the principles and values we stress in school when Visiting Speakers are allowed to present to pupils, the procedures we require staff to follow are:**

- All visiting speakers are to have a nominated point of contact at the School (the organiser)
- The organiser at school must complete the *Agreement and Guidelines for Visiting Speakers Form*, well in advance of the visit. This should be authorised by the Head of Junior School or the Headmaster 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 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* and the *Agreement and Guidelines for Visiting Speakers Form* 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 and are deemed appropriate more broadly. Any evidence of this research should be submitted to the Headmaster along with the *Agreement and Guidelines for Visiting Speakers Form*.
- 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 Headmaster's PA 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 ID upon arrival at School, the organiser should check this and verify the speaker's identity.
- The visiting speaker must sign in at Reception where they will be issued with a visitor's badge which they must wear throughout their visit. Before leaving the site, the visiting speaker will be required to sign out at one of the school's Receptions.
- 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 is encouraged to review how successful speakers are and how the visit met the needs of our pupils to aid future planning. Should any Visiting Speaker present a cause for concern during their presentation eg not upholding British Values or showing a disrespect for issues relating to Equality, Diversity and Inclusion the Organiser is responsible for intervening in the presentation to bring this to a close. The Organiser may seek guidance from the Deputy Heads or Head as to how to then proceed.

Policy Reviewed by Headmaster:

August 2023

Policy reviewed by Governors:

September 2023

Next review due:

September 2024



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## Agreement and Guidelines for Visiting Speakers Form

**NULS is committed to safeguarding and promoting the welfare of its pupils and expects all staff, volunteers and visiting speakers to share this commitment.**

Name of Visiting Speaker:	
Organisation (if applicable):	
Date of proposed visit:	
NULS staff member arranging this Visiting Speaker:	
NULS staff member responsible for Speaker's supervision:	

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 of cause without express permission from the Headmaster.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

**For Visitors:** I have read these Guidelines and agree to abide by them:

	Visiting Speaker	NULS Contact	Approval Head of Juniors/ Headmaster
Signature:			
Date:			

***In accordance with Safeguarding practice, visitors will need to bring proof of ID at arrival for checking.***

***If the visitor will be in regulated contact with the pupils i.e. visiting for more than three days in a row this section must be completed by a member of the Office Administration Team:***

<b><i>DBS Certificate Type (Enhanced / Standard)</i></b>		
<b><i>Workforce type (Child or Adult)</i></b>		
<b><i>Company who has issued the DBS:</i></b>		
<b><i>DBS Number:</i></b>		
<b><i>Name on the DBS:</i></b>		
<b><i>Date the DBS was issued:</i></b>		
<b><i>Clear or not Clear, if not clear please ask a member of SMT to check the certificate:</i></b>		
<b><i>D.o.B on Certificate:</i></b>		
<b><i>Member of staff who has checked the certificate :</i></b>	<b><i>Printed:</i></b>	<b><i>Signed:</i></b>

Please also attach a letter from the visitors Employer confirming checks.

A copy of photo ID should also be attached.