

Visiting Speakers Policy



Named Person With Responsibility:

Academic Year	Person	Designation
15/16	J Sones	Head Teacher
16/17	J Sones	Head Teacher
17/18	J Sones	Head Teacher
18/19	J Sones	Head Teacher

Reviews:

Review Date	Changes Made	By Whom	Shared - Staff
February 2017	No		Yes
February 2018	No		Yes
February 2019	No		Yes

Ratified: *by Governors 18.3.16*

Protocols for outside speakers visiting Ludworth Primary School 2015/16

Ludworth Primary School is part of a wider community. Occasionally, we have speakers from our wider community who enrich our student's experience of school, providing students 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 ethos and values of the school and British values.

We achieve this through the following protocols:

All requests for outside speakers must be discussed with the Headteacher. The Headteacher will request:

- 1.** A biography of the speaker or institution 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.
- 2.** Whenever possible a notice period of no less than one month be made prior to the speaker/visitor's proposed date at school.
- 3.** An organiser for the visitor/speaker is provided who will be the liaison with school.
- 4.** 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 Ludworth Primary School.

Further guidelines

School safeguarding procedures apply and visiting speakers should normally have photograph identity from their institution. They will issued with the Visitors' Guidelines for Ludworth Primary School and 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, including a member of the senior leadership team who is monitoring 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 the 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 students. Should the visit/speaker not meet the needs of our students then this will be clearly communicated to the visiting speaker/ institution by the Headteacher.

February 2016