

VISITORS & SPEAKING VISITORS POLICY

DATE PALM STATEMENT of INTENT

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit**:

- ✓ To build **Strong Foundations for Character Development** that:
Instil values; inspire each pupil; display best manners.
- ✓ To have **Lofty Branches of Educational Excellence** that will:
Provide a broad and varied range of experiences and learning opportunities;
help each pupil progress and develop in all aspects; support their skills and talents.
- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to:
Become responsible and confident citizens; make a positive difference;
commit to charitable endeavours; become effective contributors towards Britain’s future.

Reviewed by	Position	Signature
Afsana Khanam	Deputy Head / DSL	
Sabina Yesmin	Safeguarding Governor	

Reviewed: May 2021

Next review date: May 2024

Visitors and Speaking Visitors Policy

This policy should be read in line with the following:

- Safeguarding policy
- CCTV policy
- Equality & Diversity policy
- Prevent policy
- Risk Assessment policy
- Health & Safety policy
- SEND policy
- Inclusion policy
- Fire Evacuation policy
- GDPR policy
- Mobile Phone policy
- Complaints policy
- Confidentiality policy

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. Our responsibility to our students 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.

The "Prevent" statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*),

DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

The protocols are:

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- The Visiting Speaker must complete the **Visiting Speaker Form**, which asks them to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (attached to the form).
- Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions
- Refusal 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
- Conducting a risk assessment in relation to the Prevent Duty
- Maintaining a formal register of all visiting speakers

- Visitors to provide photo ID upon arrival at school
- Ensuring visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point
- Conducting a post-event evaluation of how the visit met the needs of our students

Monitoring and Review

The school leadership team will monitor, evaluate and review the effectiveness of this policy.

APPENDIX A

Visiting Speaker at Date Palm Primary School

Name of Speaker	
Name of Organisation	
Date of Proposed Visit	
Name of Contact at Date Palm	
Reason for Visit	
Please outline below the information you wish to communicate in your talk to school pupils:	
Please confirm: <ul style="list-style-type: none"> The information you have provided is true and accurate You agree to the 'Guidelines for Visiting Speakers' overleaf. You will bring valid photo ID (Staff photo ID, Driving License, Passport) with you on the day as proof of your ID. 	
Date:	

For Staff Use Only:

Signature of Organiser	Date:
Approved by Headteacher	Date:

APPENDIX B

Guidelines for Visiting Speakers

The school values visits from speakers that 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. Our responsibility to our students 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.

The "Prevent" statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*", DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
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 of cause without express permission from the Headteacher.
6. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

APPENDIX C

Visiting Speaker Post-Event Evaluation

Name of Speaker:	
Date of Visit:	
Name of Contact at Date Palm:	
Reason for Visit:	
Brief evaluation of how the event met the needs of the pupils:	

Visiting Speaker Post-Event Evaluation

Name of Speaker:	
Date of Visit:	
Name of Contact at Date Palm:	
Reason for Visit:	
Brief evaluation of how the event met the needs of the pupils:	