


# VISITING SPEAKER POLICY

**The OHC&AT Board of Directors has agreed this Policy – 3<sup>rd</sup> July 2020.**

Jay Mercer  
Chair of OHCAT Board

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Peter Lauener  
Chair of OHC Board

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# Visiting Speaker Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is a family of specialist providers, working together for mutual benefit. OHC&AT is committed to providing outstanding educational opportunities for all our pupils, students and apprentices. Inviting external speakers to visit enables us to enrich that provision, broadening experiences for our pupils and students and enabling a deeper understanding of learning to take place.

This policy sets out OHC&AT's legal obligations regarding visiting speakers and defines the standards of behaviour expected from them. It is written with reference to the Government's Prevent Duty guidance (April 2019), *The Prevent Duty: Departmental advice for schools and childcare providers* (DfE, June 2015), *Prevent duty guidance: for further education institutions in England and Wales* (Home Office, April 2019) and *Keeping Children Safe in Education* (DfE, April 2020) as well as OHC&AT's suite of policies and procedures including the Child Protection Adult Protection & Safeguarding Policy, Anti-Radicalisation Policy and Families & Visitors Code of Conduct.

## VISITING SPEAKERS

Inviting speakers from the wider community to give talks can support our pupils' and students' experience of education by 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 pupils and students, and our provisions, greatly appreciate the time and effort that visiting speakers put into presenting their views and experiences.

OHC&AT has a responsibility to our pupils and students to ensure that information from visiting speakers is accessible, relevant and aligned to the ethos and values of OHC&AT as well as British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The Prevent statutory guidance requires schools and further education providers to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils/students, are suitable and appropriately supervised. Accordingly, the following protocols must be met when any visiting speaker is invited to an OHC&AT Academy or College centre:

- All visiting speakers will have a nominated point of contact at the Academy or College centre (the organiser).
- Visiting speakers will be made aware that that USB sticks are not permitted to be brought into the Academy or College centre, and that any presentation/material must be supplied to the organiser in advance.
- Prior to any visitor attending, the organiser will discuss with the Principal or Head of Learning Centre the information the visiting speaker wishes to

communicate, to ensure that it is relevant and appropriate to the audience and does not undermine British values or the ethos and values of OHC&AT.

- The organiser will also conduct research on the person/organisation to establish whether they have previously demonstrated or been linked to extreme views or actions – this may include online searches and contact with other education providers the speaker has visited.
- Any person or organisation found to have links to extreme groups or movements will be denied access to OHC&AT premises. This decision will be conveyed to the person/organisation in writing.
- Each OHC&AT provision will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with OHC&AT's Data Protection Policy.
- Visiting speakers must provide photo ID upon arrival at the Academy or College centre; the organiser will check this and verify the speaker's identity.
- Visiting speakers will be accompanied at all times and will not be left unsupervised with pupils/students at any point.
- In the unlikely event that the talk or presentation does not meet with the requirements of the guidelines for visiting speakers, OHC&AT staff have the right and responsibility to interrupt and/or stop a presentation.
- All speaker visits will be evaluated post-event to assess how well they met the needs of pupils/students and to inform future planning of such events.

## **POLICY REVIEW DETAILS**

<i>Version:</i>	1.0
<i>Reviewer:</i>	John Prior, Laurie Cornwell
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	3 <sup>rd</sup> July 2020
<i>Due for review:</i>	Summer 2023

## **RELATED POLICIES AND DOCUMENTATION**

Anti-Radicalisation Policy  
Child Protection, Adult Protection & Safeguarding Policy  
Community Use Policy  
Data Protection Policy  
Equality & Diversity Policy  
Families and Visitors Code of Conduct  
Provider Access Policy