VISITING SPEAKER POLICY

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Reviewer:	Jackie Van-West, Laurie Cornwell
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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, students, staff and governors/Trustees, 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, Protecting children from radicalisation: the prevent duty (DfE), Prevent duty guidance: for further education institutions in England and Wales (Home Office) and Keeping Children Safe in Education (DfE) 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.

The same principles apply to those invited to speak at OHC&AT training and development events. Hearing from fellow professionals and experts in their field enables our staff, governors and Trustees to enrich their own knowledge, understanding and expertise, and improve their professional practice, to the benefit of our pupils and students.

OHC&AT has a responsibility to our pupils, students, staff and governors/Trustees 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 into an OHC&AT provision:

- All visiting speakers will have a nominated point of contact (the organiser) at the Academy, College centre or central office.

- Visiting speakers will be made aware that that USB sticks are not permitted to be brought into OHC&AT premises, and that any presentation/material must be supplied to the organiser in advance.
- Prior to any visitor attending, the organiser will discuss with the relevant Principal, Head of College or Head of Central Team the information the visiting speaker wishes to communicate, to ensure that it is relevant and appropriate to the audience, that views expressed are suitably non-partisan, and that it 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.
- All visitors to OHC&AT premises must sign in at reception and provide confirmation of identity upon arrival. Once signed in, visitors are provided with key safeguarding and health and safety information as well as the Family & Visitors Code of Conduct. Visitors will be accompanied at all times by a member of staff. All visitors must sign out upon leaving.
- 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 OHC&AT premises; 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 staff/governors/Trustees, and to inform future planning of such events.

RELATED POLICIES AND DOCUMENTATION

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