



VISITING SPEAKER POLICY

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POLICY VERSION:	VERSION 1.0
THIS POLICY WILL BE REVIEWED:	MARCH 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	MIKE FISH
THIS POLICY WAS CONSULTED WITH:	LOCAL GOVERNING BOARD
THIS POLICY WAS DISTRIBUTED TO:	MARLEIGH PRIMARY ACADEMY STAFF

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1 Introduction

1.1 Visiting speakers may be invited into Marleigh Primary Academy (MPA) for a variety of reasons, including:

- enriching an area of the curriculum by sharing expertise or experience;
- acting as a role model or motivational speaker;
- as a representative of a faith or community group;
- to publicise a club, event or service within the community.

1.2 The “Prevent” statutory guidance: *The Prevent Duty: Departmental advice for schools and childcare providers*, DfE, June 2015

(<https://www.gov.uk/government/publications/prevent-duty-guidance>)

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

1.3 Staff must ensure that all visiting speakers support the vision and values of MPA and Anglian Learning; specifically:

- Aspiration - We are ambitious for ourselves and all those in our community to be the best we can be.
- Community - We underpin our relationships with a culture of support, respect, and trust, recognising we are stronger together.
- Empowerment - We enable our academies, staff, and learners to embrace new ideas and think creatively.
- Inclusivity - We believe in equality of opportunity, celebrating everyone’s differences and supporting learners of all abilities from all backgrounds.

2 Guidelines for visiting speakers

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

2.1.1 Presentations must not incite hatred, violence, or call for the breaking of the law.

2.1.2 The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.

- 2.1.3 The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- 2.1.4 The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- 2.1.5 Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the headteacher.
- 2.1.6 School staff have the right and responsibility to interrupt and/or stop a presentation for any violation of this agreement.
- 2.1.7 Attendance at MPA will be deemed as an indication that the visitor has read and understood these guidelines, and will fully comply with their contents.

3 Guidelines for staff members inviting a speaker

- 3.1 MPA staff who invite speakers are responsible for vetting presentations and other materials prior to their use to ensure they comply with the guidelines in 2.1.
- 3.2 As USB drives are not permitted to be used on the MPA network, presentations should be emailed to staff before their use.
- 3.3 Staff must ensure that visitors comply with safeguarding procedures, as detailed in the *Safeguarding and Child Protection Policy*, before being allowed into the academy.
- 3.4 Visiting speakers must be given a copy of the guidelines above before entering the academy for the first time.