



Fylde Coast Academy Trust
(FCAT)

Visiting Speaker Policy 2016-2019



- Associated Policies**
FCAT Code of Conduct
FCAT Visitor Policy
FCAT Safeguarding Policy
FCAT Equality Policy
FCAT H&S Policy

Visiting Speaker Policy and Procedure

Statement

Fylde Coast Academy Trust (FCAT) welcomes the contribution and expertise of high quality visiting speakers in enhancing curriculum and wider learning opportunities for students. All visiting speakers must abide by FCAT's equality commitments and to ensure that they make no statements which could undermine these commitments, cause offence to others or otherwise undermine tolerance of other faiths and/or beliefs. In addition, no extremist material must be shared or included in the presentation of any visiting speaker. Where possible invited speakers will have an established 'track record' and will be part of a company, charity or other group whose aims are appropriate and well-documented.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by students, staff, visitors or parents will always be challenged and addressed. The school will work with other agencies, including Social Care, the National College for Teaching and the Police as necessary and appropriate.

All aspects of the school's work are underpinned by the fundamental British values of:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance

Radicalisation is defined as causing someone to become an advocate of radical political or social reform by supporting terrorism and violent extremism. Radicalisation of children and young people may include encouraging them to undertake violent activities on the grounds of religious belief. Unity Academy defines:

- **Extremism** as 'vocal or active opposition to our fundamental British Values. This also includes calls for the death of members of our armed forces, whether in this country or overseas' and
- **Terrorism** as the 'use of serious violence or threat of violence to coerce, influence or intimidate government or the public to advance political, religious or ideological objectives.'

Children and young people may be exposed to messages about terrorism through a family member or friend, a religious group, through social media or the Internet. This creates risk of a child or young person being drawn into criminal activity and exposure to significant harm. At all times the welfare of the child is paramount and FCAT will deploy appropriate safeguarding procedures to resolve any safeguarding concern including any relating to radicalisation.

Prevent Duty Guidance in England and Wales HM Government July 2015

"Specified authorities will need robust safeguarding policies in place to identify children at risk... These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised."

Procedures

All visiting speakers will be provided with details of the school's safeguarding procedures and information for visitors and will be required to sign to confirm their adherence to the Academy's equality commitments and that there must be no statements which might cause offence to others, otherwise undermine tolerance of other faiths or beliefs and to confirm that there must be no extremist material.

- The member of staff organising the event is expected to talk with the speaker ahead of the event itself about the content and must allow sufficient time for this.
- Talks and presentations will not be used to raise funds, without the prior written permission of the Academy Principal.
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present.
- Visitors must wear an appropriate Academy badge, be supervised at all times by a named member of staff, not left alone with students and escorted to the Front Reception exit when leaving.
- Visiting speakers must be informed by the supervising member of staff that they will bring the presentation to an early end if the content proves unsuitable.
- All information about the visiting speaker and the booking process must be recorded on the 'Visiting Speaker Proposal' and 'Organiser Check' Pro Forma which must be lodged with the Principal's / Head teachers PA when fully complete, not later than 24 hours after the presentation/speech.
- The Principal's / Head teachers consent must be confirmed before detailed arrangements are made.
- After the presentation, an evaluation form should be completed by the supervising member of staff. This will include feedback from staff, note any contentious subject areas or comments and state whether the speaker could be booked again in the future.

Academy Visiting Speaker Proposal Form Initial Confirmation

Proposed Speaker:

Organisation:

Date:

Venue:

Organising member of staff:

Supervising Member of staff

Rationale for input of visiting speaker:

Curriculum Link:

Principals / Head teachers Approval:

Date:

Visiting Speaker Organiser Checks

Action	Complete/Detail	Date	Initial
Suitability Checks			
<ul style="list-style-type: none"> • Internet search • DBS (if appropriate) • Other school contacted <ul style="list-style-type: none"> - School name - member of staff spoken to • Speech content suitable 			
Safeguarding procedures discussed			
Visitor safeguarding / H&S leaflet provided and read			
Equality commitment signed			
Evaluation Feedback: <ul style="list-style-type: none"> • Any unsuitable content (please specify if Y) • Suitable to re-book 	Y N Y N		
All completed documentation received by Principal's PA <ul style="list-style-type: none"> • Visiting Speaker pro forma • Signed Equality Commitment • Completed evaluation 			

Visiting Speaker Equality Commitment

I confirm that all aspects of my presentation, resources, supporting material and any hand-out material adhere fully to the Academy's Equality commitments and understand and confirm that that I will no statements which might cause offence to others, otherwise undermine tolerance of other faiths or beliefs and confirm that I will not share or showcase any extremist material.

Signed:

Name

Date:

Date: 23/05/2016	Policy/Activity: Visiting Speaker Policy	Assessor: GFL
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	Disability	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carer			
2	Gender			
	Females/Males			
3	Sexual Orientation			
	Example: Gay, Lesbian			
4	Gender Reassignment			
	Gender Reassignment			
5	Race/Ethnic Group			
	Example: Black, Asian, Chinese, etc.			
6	Pregnancy/Maternity			
	Pregnancy or maternity/paternity			
7	Marriage/Civil Partnership			
	Marriage/Civil Partnership			
8	Religion or Beliefs			
	Example: Jewish, Muslim, Christian etc.			
9	Age			
	Age			

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