



# ACET VISITING SPEAKER POLICY

## DOCUMENT CONTROL

|                  |                         |  |                |
|------------------|-------------------------|--|----------------|
| Policy Level     | Trust (Junior & Senior) |  |                |
| Approved by      | Trust Board level       |  |                |
| Approved Date    | March 2023              |  |                |
| Next Review Date | March 2024              | Frequency  | Annually       |
| Business Lead    | COO                     | Author   | Dominic Curran |
| Version Number   | Date Issued             | Updated Information  |                |
| 2.0              | January 2023            | Policy due for review by LGB/Trust.<br>No reported revisions have been made. |                |

We often welcome speakers from our wider communities into our academies to speak to pupils/students. This enriches their experience of school, providing them with information that can help them to: make decisions at different phases of their education, remain safe and gain a wider understanding of cultural, world and global issues. It can also provide motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our pupils/students is to ensure that the information they receive is aligned to the values of ACET and to British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

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 to the academies are suitable and appropriately supervised.

The ACET protocols are as follows:

- All visiting speakers to have a nominated point of contact within the Academy (the organiser), agreed prior to the visit and recorded when the visitor signs in at reception
- The Principal is informed of all speakers invited in to the Academy
- The visiting speaker is requested to complete the Visiting Speakers to ACET form, which asks them to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (attached)
- All Powerpoint slides and handouts to be used by the speaker are provided to the Academy in advance of the visit, to be checked for suitability
- Research on the visiting speaker/organisation to establish whether they have demonstrated extreme views/actions which are clearly contrary to the values of ACET and British values outlined in our policies, to be conducted prior to the visit.
- Refusal to allow visiting speakers/organisations to use ACET academy premises if they have/have had links to extreme groups or movements which espouse, promote or encourage views and actions which are contrary to the values of ACET and British values. Justification of the academy's decision will be provided to the person/organisation in writing. The final decision rests with the Principal and ultimately, the CEO supported by ACET Trustees.
- A formal register of all visiting speakers will be maintained
- Visitors are to provide photo ID upon arrival at the academy
- Visiting speakers will be accompanied at all times and not left unsupervised with pupils/students at any point
- A post-event evaluation of how the visit met the needs of our pupil/students will be conducted

### Visiting Speakers at ACET Academies

|   |  |             |
|---|--|-------------|
| <b>Name of Speaker/organisation</b>   |  |             |
| <b>Date of Proposed Visit</b>   |  |             |
| <b>Name of ACET contact</b>   |  |             |
| <b>Reason for visit</b>   |  |             |
| <b>Please outline below the information you wish to communicate to pupils/students within the academy during your visit</b>   |  |             |
|   |  |             |
| <b>Please sign below to confirm:</b> <ul style="list-style-type: none"> <li>That the information you have provided is true and accurate</li> <li>That you agree to the 'Guidelines for Visiting Speakers' overleaf</li> </ul> |  |             |
|   |  | <b>Date</b> |

## **ACET**

### **Guidelines for Visiting Speakers**

**We often welcome speakers from our wider communities into our academies to speak to pupils/students. This enriches their experience of school, providing them with information that can help them to: make decisions at different phases of their education, remain safe and gain a wider understanding of cultural, world and global issues. It can also provide motivational inspiration through the sharing of a speaker's experience.**

**Our responsibility to our students is to ensure that the information they receive is aligned to the values of ACET and to British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.**

**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 to the academies are suitable and appropriately supervised.**

**All presentations delivered within the academy must support and promote fundamental British values as outlined above, and be in keeping with our mission statement:**

**Within ACET, we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity.**

**We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution.**

**Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.**

**All adults in school have a responsibility to safeguard and promote the welfare of children.**

**With your commitment we will make a difference.**