

DUDLEY ACADEMIES TRUST

Visiting Speaker Policy

Issue number:	001
Responsible:	Compliance & Safeguarding Officer
Approved by:	Board of Trustees
Date:	February 2019
Review date:	February 2020



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Dudley College of Technology



Our mission: Working together we will develop inspirational Academies which instil ambition and desire in young learners, open their minds, widen their horizons and equip them to succeed in a challenging world.

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Introduction

Dudley Academies Trust believes in encouraging the use of guest speakers to enrich the learning experience of our learners. We often invite speakers from our wider community to give talks, providing our learners 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. We will actively scrutinise speakers and agencies to ensure they do not contradict the ethos of the Academy or conflict with the legal framework outlined in the government's 'Prevent Duty'.

Our responsibility to our learners is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information presented is in sympathy with the ethos and values of the Academy and the beliefs of the Academy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as "British Values").

The purpose of this policy is to set out the academy's obligations when using visiting speakers and what the academy expects from visiting speakers. This policy has been drawn up with due regard to the Government's 'Prevent Duty' guidance and the academy's wider safeguarding obligations.

The 'Prevent' statutory guidance ([The Prevent Duty: Departmental advice for academies and childcare providers, DfE June 2015](#)) requires academies to have clear protocols for ensuring that any visiting speakers, whether invited by staff or learners, are suitable and appropriately supervised.

This policy should be read in conjunction with the academy's Safeguarding and Child Protection Policy.

Legal Framework

This policy has due regard to the following legislation, including, but not limited to the:

- [Prevent Strategy 2015](#)
- [Children Act 2004](#)
- [Education Act 2011](#). This policy also has due regard to the following guidance:
- DfE (2018) '[Keeping children safe in education](#)'
- DfE (2013) '[Tackling extremism in the UK: report by the Extremism Taskforce](#)'
- DfE (2013) '[Improving the spiritual, moral, social and cultural \(SMSC\) development of learners](#)'

Ethos

The academy will not tolerate any person who intentionally or unintentionally demeans individuals and groups defined for their ethnicity, race, religion, sexuality, gender, disability, age or lawful working practices. The academy will not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear harassment, intimidation or violence. The academy will not accept the use of offensive or intolerant language by guest speakers. Dudley Academies Trust values freedom of speech and opinion, but recognises

that, in the interest of the whole learning community, this must exist within formal guidelines. Dudley Academies Trust recognises that extremism and exposure to extremist beliefs can lead to poorer outcomes for learners. We aim to use the power of education to counteract extremism through the promotion of British values, such as tolerance and freedom of speech. Dudley Academies Trust is aware that learners may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff have been trained to deal with these instances appropriately and proportionally.

The Protocols

- All visiting speakers must have a nominated point of contact at the academy (the Organiser).
- For non-Dudley Academies Trust Staff, the visiting speaker must complete the Visiting Speaker Information Form
- Research must be undertaken on the person/organisation to establish whether they have demonstrated extreme views/actions.
- Visiting speakers will be made aware that the speech may be recorded or filmed
- No recordings will be made public unless written permission is granted by the speaker
- A member of Dudley Academies Trust staff will be present at all times, to oversee that the relevant guidelines are followed
- Intervention will be considered if the member of staff feels it is necessary. Any reason for an intervention should be recorded for future reference.
- The academy can refuse to allow people/organisations to use academy premises if it is suspected or proven that they have links to extreme groups or movements.
- A Register of all visiting speakers will be kept. Any information gathered will be kept in accordance with the academy's Data Protection Policy.
- Visiting speakers will provide photo ID upon arrival at the academy and a copy will be retained in the visitor file.
- Visiting speakers should be accompanied at all times and should not be left unsupervised with learners at any point.
- Academy staff have the right and responsibility to interrupt and/or stop a presentation, should it not meet the criteria outlined above.

A form to aid the adherence to this policy is included below.

Visiting Speaker

Name of organiser in the academy	
Name of visiting speaker	
Contact details (address & telephone no.)	
Date of proposed visit	
Purpose of visit	
Permission given by principal/vice principal	
Details of research undertaken on the person/organisation to establish whether they have demonstrated extreme views or actions.	
Visitor ID seen and photocopy taken for visitors file?	
Visitor signed in?	
Visitor informed of relevant child protection policies	

Domestic

Meal required?	
Accommodation required?	

Visiting Speaker Information Form

Name of speaker	
Speaker contact details	
Date of proposed visit	
Purpose of visit	
Please outline below the information you wish to communicate in your talk to our learners:	

Please sign below to confirm: <ul style="list-style-type: none"> – That the information you have provided is true and accurate – That you agree to the ‘Guidelines for Visiting Speakers’ overleaf – That you will bring valid phot ID (Driving Licence or Passport) with you on the day as proof of your identity 	
Signature	Date

Please now send this form back to your contact at the academy (the organiser) as soon as possible

For Academy Staff Use Only:

Signature of Organiser	Date
Approved by Principal/Vice Principal	Date

Guidelines for Visiting Speakers

The academy values visits from speakers who enrich and broaden our learners experience and knowledge. They provide them with information that helps them make decisions at different phases of their education, widens their understanding of world and global issues, and provides motivational inspiration through the sharing of a speaker’s experience. Our responsibility to our learners is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is in sympathy with the ethos and values of the academy and the tenets of the academy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as “[British Values](#)”).

The ‘Prevent’ statutory guidance ([The Prevent Duty: Departmental advice for academies and childcare providers, DfE June 2015](#)) requires academies to have clear protocols for ensuring

that any visiting speakers, whether invited by staff or learners, are suitable and appropriately supervised.

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

1. The presentation must not incite hatred, violence or call for the breaking of the law.
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.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
4. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.
6. Academy staff have the right and responsibility to interrupt and/or stop the presentation for any violation of the agreement.