

Visiting Speaker Procedure

Godmanchester Community Academy



Kindness and Hard Work

Purpose

Godmanchester Community Academy welcomes contributions from external speakers and visitors to enrich pupils' learning and experiences. The school recognises that visiting speakers can make a valuable contribution to the curriculum and personal development of pupils.

This procedure ensures that all visiting speakers support the school's values, safeguarding responsibilities and statutory duties, including those under the Prevent Duty.

Safeguarding Principles

All visiting speakers must:

- Respect the school's values of Kindness and Hard Work.
- Support fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance.
- Not promote extremist views, intolerance, discrimination or any agenda that is contrary to the school's safeguarding responsibilities.
- Present balanced information appropriate to the age and understanding of pupils.
- Comply with school safeguarding procedures and expectations.

Approval Process

Prior to confirming a visit, the member of staff organising the event will:

1. Consider the purpose and educational value of the visit.
2. Carry out reasonable checks on the speaker, organisation or agency represented.
3. Inform a member of the Senior Leadership Team if there is any uncertainty regarding suitability.
4. Ensure safeguarding and supervision arrangements are in place.

During the Visit

- Visiting speakers will be supervised by a member of school staff at all times unless alternative arrangements have been agreed by the Headteacher.
- Staff will remain present throughout sessions with pupils.
- Pupils will be encouraged to ask questions and engage critically with information presented.
- Any concerns arising during a visit will be reported immediately to the Designated Safeguarding Lead (DSL).

Prevent Duty

The school has a statutory duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

The school will therefore assess the suitability of visiting speakers and will not permit any individual or organisation to use school premises to disseminate extremist views or undermine fundamental British values.

Record Keeping

A record of visiting speakers may be maintained by the school, including:

- Name of speaker/organisation
- Date of visit
- Purpose of visit
- Organising member of staff

Related Documents

This procedure should be read alongside:

- Child Protection and Safeguarding Policy
- Prevent Risk Assessment
- Behaviour Policy