



Speakers on School Premises Policy

Reviewed Spring 2018

Next Review Spring 2021

Through hosting external speakers, Waverley Abbey Junior School provides a safe place for pupils to engage with a variety of issues and hear and debate different perspectives. The school has a responsibility to ensure that the people we invite to speak are suitable and that all safeguarding procedures are followed. When inviting speakers, which includes hosting during school hours and outside of school hours, the following points are taken into consideration.

These guidelines should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy
- Collective Worship Policy
- Prevent Strategy HM Gov
- Keeping Children Safe in Education (DfE latest update)

All external agencies and speakers must read the Visiting Speakers Agreement: see below.

The school will assess the suitability and effectiveness of presentations from external agencies or individuals to ensure that:

- The conduct of the speaker or organisation is in accordance with the ethos of the school and does not marginalise any communities, groups or individuals
- The school is under a duty to promote community cohesion and must be satisfied that any speakers we invite will not undermine that duty.
- Any messages communicated to students must not seek to glorify criminal activity or violent extremism or seek to radicalise students through narrow or extreme views of faith, religion, culture or other ideologies
- Content should be embedded in the curriculum, matched to the needs of the pupils and be age appropriate.
- We reserve the right to carry out checks on visiting speakers where considered appropriate including the status of the speaker, any previous comments (we may carry out checks on internet searches and across social media sites), and may also require prior sight of the content of the presentation.

Prior permission to come into school should always be sought from the Headteacher with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

All visitors must report to reception on arrival, state the purpose for their visit and who has invited them. They should be prepared to produce formal identification where appropriate.

All visitors must sign in and will be issued with a visitor's badge.



Waverley Abbey School



If visiting speakers hold a DBS this should be shown to the office staff. At no point should a visitor without a valid DBS be left alone with children.

Visitors will be escorted to their point of contact who will then be responsible for them while they are on site. In the event of a fire alarm/drill the visitor should be accompanied to the assembly point on the field by the Trim Trail.

On departing the school, visitors should sign out and return their visitor's badge to reception.



Visiting Speakers Agreement

At Waverley Abbey Junior School we understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below:

- Any messages communicated to pupils must be consistent with the ethos of the school and should not marginalise any communities, groups or individuals
- Any messages communicated to students must not seek to glorify criminal activity or violent extremism or seek to radicalise students through narrow or extreme views of faith, religion, culture or other ideologies
- The school is under a duty to promote community cohesion and must be satisfied that any speakers we invite will not undermine that duty.
- Content should be embedded in the curriculum, matched to the needs of the pupils and be age appropriate.
- All visitors must report to reception on arrival, state the purpose for their visit and who has invited them. They should be prepared to produce formal identification where appropriate.
- All visitors must sign in and will be issued with a visitor's badge.
- If they hold a DBS this should be shown to the office staff. At no point should a visitor without a valid DBS be left alone with children.
- Visitors will be escorted to their point of contact who will then be responsible for them while they are on site. In the event of a fire alarm/drill the visitor should be accompanied to the assembly point on the field by the Trim Trail.
- On departing the school visitors should sign out and return their visitor's badge to reception.

Signed.....

Organisation (if applicable).....

Date.....