



Visiting Speaker Policy and Procedure

Trinity School (hereafter referred to as 'the School') regularly invites speakers from the wider community to present to our students. Our hope is that these speakers will provide our students with information that helps them make informed academic and personal decisions at different stages of their school career, broadens their understanding of national and global issues and provides inspiration through the sharing of a speaker's experiences.

The School recognises its responsibility to:

- Equip our students with the skills needed to critically assess the educational value of speakers' presentations
- Ensure that the material contained in these presentations is aligned with the fundamental British values of democracy, the rule of law, individual liberty and tolerance of those with different faiths and beliefs.
- Prevent students being exposed to material which may see them being drawn to extremist ideologies and/or terrorism.

The key document informing this policy is *'The Prevent duty - Departmental advice for schools and childcare providers'* (June 2015). This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

When arranging for a guest speaker to visit the School, the following procedure should be adhered to:

1. The organiser must complete the Visiting Speaker Authorisation form and submit it to Karen Walsh at least two weeks in advance of the visit. The request will be reviewed by the Headmaster or, in his absence, the Deputy Headmaster. The Headmaster's decision will be communicated to the organiser well in advance of the visit.
2. The organiser must brief the visiting speaker(s) on the age range and maturity of the audience they will be addressing
3. The organiser must conduct research on the visiting speaker(s), and the organisation(s) to which he/she/they are affiliated, to establish whether they have demonstrated extreme views/actions.
4. All visiting speakers are to have a nominated point of contact at the School. The point of contact would usually be the organiser of the event but, if the organiser is unable to perform this role, the responsibility will be delegated to another member of staff)
5. Visiting speakers are to provide photo ID upon arrival at the School, the organiser should check this and verify the Speaker's identity.
6. Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
7. In the event that the presentation does not meet with the expectation listed below, staff have the right and responsibility to interrupt and/or stop a presentation. Should the supervising

member of staff feel this course of action to be necessary, they will emphasise to the audience that the School supports and promotes the fundamental British values.

Expectations in relation to the content of presentations made by visiting speakers:

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. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
4. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmaster or, in his absence, the Deputy Headmaster.

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| Author / Reviewer: | Eugene du Toit (Deputy Headmaster) |
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