



# MARATHON SCIENCE SCHOOL



## Visiting Speakers Policy

Reviewed on: September 2024

Next Review: September 2025

Uzeyir Onur

## **Justification for the use of external speakers**

Marathon School frequently has speakers from the wider community who enrich our pupils' experience of school, providing pupils with information that helps them make decisions at different phases of their education, encouraging them to think about their spirituality, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

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

Speakers will be invited with a clear expectation for how their visit will support learning in the school.

## **Pre-arrival actions**

- All visitors will require approval by the Headteacher or a member of the senior teachers before booking (please see Appendix 1).
- Where possible, contact will be made with a previous school/institutions where the visitor has spoken, to ensure that there were no issues.
- If a visiting speaker has DBS clearance then this should be checked and recorded as normal. However, Visiting Speakers will not be conducting regulated activity within the school so DBS clearance will not always be necessary or possible.
- A copy of the Agreement and Guidelines for Visiting Speakers must be sent to the speaker and a copy must be signed upon arrival to school (Appendix 2).

## **Resources to be used**

School staff will request and check any resources (e.g. handouts or visual presentations) that a speaker intends to use to ensure that it matches with the purpose for which the speaker was invited and does not include any defamatory or otherwise inappropriate material.

## **While on site**

- Visiting Speakers will not be left alone with children and should be given a visitor badge which must be worn at all times during the visit.
- Throughout the course of the visitor's delivery, a member of Marathon staff will be present.
- Visiting Speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable. A member of Marathon staff will make the decision to bring the presentation to an end and will advise the Headteacher accordingly.
- At the end of their delivery, the speaker will be accompanied to reception and shown off-site.

**Appendix 1: REQUEST FOR PRIOR APPROVAL FOR VISITING SPEAKERS**

This form should be completed and submitted to the Headteacher for approval before booking visiting speakers.

Name of Teacher/Member of Staff making request:	
Proposed Date of Event/Visiting Speaker	
Brief Description of Event/Reason for Visit: Target Audience [Teaching Group/Year Group etc]:	
Approximate Audience Number	
Details of Visiting Speaker [Brief Biography]:	
Topic of the Proposed Presentation and Short Summary of Content to be covered:	
If applicable the name of the organisation the visiting speaker represents:	
Any special needs/requirements of child/children that Visiting Speaker should be aware of:	

Prior Approval [Please delete as applicable]

Approved/Denied

If denied, reasons for not granting approval:

Headteacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2: **AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS**

In order to maintain a clear focus on our main priority of Teaching and Learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of Visiting Speaker: \_\_\_\_\_

Organisation [If Applicable]: \_\_\_\_\_

As a Visiting Speaker you must agree to the following Terms and Conditions:

1. The presentation must be appropriate to the age and maturity level of the pupil audience. Appropriate dress, language, and behaviour are required at all times.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The Visiting Speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
4. The Visiting Speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
5. The Speaker must demonstrate a commitment to adhere to the School's ethos.

6. The content of the speech/presentation must contribute to preparing pupils for life in Modern Britain.

7. The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

8. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.

9. Compliance with the School's Equal Opportunities and Safeguarding Policies.

10. School staff reserve the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Visiting Speaker's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by Marathon member of Staff: \_\_\_\_\_