

The King Alfred Federation Visiting Speakers Policy

Written by	Rebecca Williams
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Signed by Chair of Governors or Committee Chair	Julia Newton
Signed by EHT of HofS	Kathryn Wong
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Visiting Speaker Policy

We often invite speakers from our wider community to give talks to enrich our pupils' experience of The King Alfred Federation (KAF), providing them with information that helps them make decisions at different phases of their education, widening their understanding of the world and global issues and providing motivational inspiration through the sharing of a speakers' experience. Both KAF and pupils greatly appreciate the time and effort that Visiting Speakers put in to their presentations.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of KAF and British Values of democracy, the rules of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The purpose of this policy is to set out KAF's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy was therefore drawn up having had regards to the Government's Prevent Duty Guidance and the school's wider safeguarding obligations.

The "Prevent" statutory guidelines (The Prevent Duty: Departmental advice for schools and childcare providers", Dfe, June 2015) (<https://www.gov.uk/government/publications/prevent-duty-guidelines>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

This Policy should be read in conjunction with the King Alfred Federation Safeguarding Policy.

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The protocols are:

- All visiting speakers to have a nominated point of contact at KAF (the organiser)
- Requesting the Visiting Speaker to complete the [Visiting Speaker at The King Alfred Federation Form](#), which asks them to outline the information they wish to communicate to ensure it is appropriate to the age and maturity of the pupils to be in attendance, does not undermine British Values or the ethos and values of the Federation, and agree to the guidelines for Visiting Speakers (attached to the forms).
- Conducting research on the person/organisation to establish whether they have demonstrated extreme views/actions.
- Refusal to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of KAF decision will be provided to the person/organisation in writing.
- Maintaining a formal register of all visiting speakers. Any information gathered will be kept in accordance with the Federation Data Protection Policy.
- Visitors to provide photo ID upon arrival at school.
- Ensuring visiting speakers are accompanied at all times and are not left unsupervised with pupils at any point. In the unlikely event that the talk presentation does not meet this requirement, Visiting Speakers will be informed that KAF staff have the right and responsibility to interrupt and/or stop a presentation.
- Conducting a post-event evaluation of how the visit met the needs of our students.

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