

Visiting Speakers Policy

Visiting speakers are very important to enrich the student's experience of school. Our responsibility is to ensure that any information the students receive is done within a safe environment and that care must be exercised to respect the diverse views and values of all students in our school community. Any information delivered to students at this school must be aligned to the ethos and values, including British Values.

Procedure for visiting speakers

- The member of staff responsible for booking the speaker must ensure that the Visiting Speaker Agreement Form is read and signed. This needs to be completed, signed and returned to the school before the presentation can begin. The form indicates a commitment to the following:
 1. The speaker must not spread intolerance in the community and thus aid in disrupting social and community harmony.
 2. The speaker must not incite hatred, violence or call for the breaking of the law.
 3. The speaker must not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any acts of terrorism.
 4. The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
 5. The speaker must adhere to the academies equal opportunities and safeguarding policies.
 6. The speaker must send a copy of the presentation/speaking notes to the member of staff prior to the presentation taking place.
- On the day of the visit
 1. The visitor should be met at reception, signed in, be issued a visitors' badge, which they must wear at all times.
 2. A staff member should remain with the speaker during the visit.
 3. The visiting speaker agreement form must be signed and returned to the member of staff prior to the presentation taking place.
 4. During the presentation at least one member of school staff will be present at all times.
 5. After the presentation, the speaker should be accompanied to reception to sign out.
 6. If there are any concerns following the presentation these should be reported to a member of the safeguarding team.

Visiting Speakers Agreement Form

We are grateful to have a wide range of speakers coming to Wigan UTC to share their thoughts, ideas and experiences with our students. As part of our safeguarding procedures, we ask all visiting speakers to complete, sign and return the form below prior to any presentation being delivered in school.

Name of visiting speaker
Staff member organising the presentation
Date of presentation

All visitors agree to the following terms:

1. The presentation must be age appropriate. Appropriate language and behaviour are required at all times.
2. The presentation must not spread intolerance in the community and thus aid in disrupting social and community harmony.
3. The speaker must not incite hatred, violence or call for the breaking of the law.
4. The speaker must not encourage or promote racist, homophobic, sexist, ageist or extremist views or promote any acts of terrorism.
5. The speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
6. The speaker must adhere to the academies equal opportunities and safeguarding policies.
7. The speaker must send a copy of the presentation /speaking notes to the member of staff prior to the presentation taking place.

I have read and understood the guidance for visiting speakers *at* Wigan UTC

Visiting speaker's signature:

Date: