



VISITING SPEAKER PROTOCOL POLICY

This Policy includes the Early Years Foundation Stage

It is often invaluable for us to use visiting speakers to enhance the curriculum. However, the use of an external speaker should be carefully planned for and clear guidance given to them before they meet the children. It is essential that they are made aware of the School's commitment to British Values and the work of the Prevent Strategy.

Preparation for the visiting speaker

- The School should check that the work of the agency or visitor is known to them and be considered suitable (in respect of child protection see *Children's Act 1989*). An internet search and/or informal reference should be taken wherever possible or practicable.
- Preliminary results should be shown to the Head in order for the file to be signed off and visit agreed.
- Once all the details are gathered they should be placed on the Single Central Register.
- The speaker's visit should be part of an integrated teaching programme with appropriate planning, preparatory work and follow-up work.
- There should be clear guidelines provided by the speaker for the content of the speaker's input and these should be used to inform the planning of the visit as well as any preparatory or follow-up work to be done.
- The speaker should be made aware of any relevant School policies in advance of their arrival in School.
- The visiting speaker should be provided with information on the appropriate key stage, the age of the pupils, the approximate number of the pupils in the group, any special needs

requirements of the pupils, the venue where the session will take place as well as any resources that may be required.

- The date, time and duration of the session should be confirmed with the visiting speaker.
- The visiting speaker and the School should agree and plan for a teacher to be present throughout the visit so he/she is able to deal with any follow up questions or concerns.
- All arrangements must be recorded in the School diary along with contact details should the visit need to be cancelled for any reason.

The visiting speaker's preparation for the visit to the school

- It is helpful if the visiting speaker outlines their specific expertise.
- Visiting speakers should indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches of the session.
- The visiting speaker should be clear about the boundaries of the talk and to admit that certain areas may not be their remit or area of expertise.
- Visitors in School should give clear, accurate and age-appropriate information, with professional boundaries to the pupils. Talks that use scare tactics have been shown to be ineffective. Information that enables pupils to make informed choices is seen to be a better approach.
- It is helpful for the visiting speaker to know what preparatory and follow-up work is intended and where their session fits into the overall plan.
- The visiting speaker needs to understand the emotional and intellectual levels of the pupils involved and to be able to communicate at the appropriate level.
- It should be discussed what resources and equipment will be supplied by the School/visiting speaker.
- It is recommended that there is an opportunity for evaluation after the session and the content discussed between the visiting speaker and the teacher to ensure effective visits in the future.

Upon arrival at school

- A document to sign upon arrival stating that they understand they must abide by the School's equality commitments.
- The visiting speaker should be instructed to present themselves at the main School Office where they will sign in.
- They will need proof of identity with them which will be checked by a member of the School Office staff.
- If they hold a current DBS Certificate the School should have sight of this.
- They should be given a copy of the latest KCSiE booklet, which includes the name and contact details of the DSL and DDSL

- They should be met at the School Office by the member of staff who has organised the visit.
- They should be accompanied at all times by a member of Hazelwood staff.
- They should wear a visitor badge at all times.
- They should understand that their presentation will be brought to an end if the content proves to be unsuitable.
- At the end of their visit they should sign out at the School Office.
- After the presentation staff should complete an evaluation form which is kept by the Assistant Bursar.