



Protocol for Inviting External Speakers into School and Managing the Visit

Dated: March 2015

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Aim:

External speakers can make a worthwhile additional contribution to the curriculum because of their hands-on experience and knowledge they bring. However, it is important that they are aware of the framework within which we operate so as not to undermine the aims of the school, equalities and traditional British values.

This protocol relates to speakers. For Volunteers who work in school on a weekly basis refer to the Volunteers policy.

A speaker is someone who comes in to talk on a specific topic to a group of students as a "one off" on an infrequent basis, is escorted from time of entry to exit and is supervised by a member of staff for the duration of the visit.

Before the Visit

Agree with the speaker the scope of their work and the specific learning aims.

Inform the Headteacher that the visitor will be in school and the purpose of the visit.

Where possible, contact a school where the contributor has worked before to confirm they are a skilled facilitator, delivering a positive impact.

Brief the external contributor about relevant policies such as the need to promote traditional British values, safeguarding and equalities.

The speaker should be briefed on how their talk fits into the wider learning programme.

Where visitors are contributing to PSHE, they must be made aware of relevant policies and schemes of work such as those on managing drug related issues and sex and relationships education.

Where speakers are contributing to controversial matters, it is particularly important that ground rules are agreed. For example, a former drug user must not glamorise their life on drugs.

The contributor cannot distribute literature, raise money, or invite anyone to out-of-school events, without the permission of the school.

Ask the contributor to bring ID.

On the Day of the Visit

The visitor should report to reception where ID will be checked and the visitor's book signed. A visitor's badge should be worn at all times.

The visitor should be met by the teacher in charge, and supervised by them at all times.

The teacher should remind the visitor again about the aims and ethos of the school and the purpose of the visit.

It is the responsibility of the teacher to manage the students, to remind them of the standard of behaviour expected and to apply the school's Behaviour Policy.

The teacher should actively manage the class, for example, by walking around and reminding students of the rules.

The teacher should inform the speaker that they will step in and take over the event if inappropriate material is raised or it is clear the speaker cannot hold the attention of the students.

End of the Visit

The teacher should escort the visitor back to reception so they can sign out.

Should the visitor have raised any concerns, this should be reported to the Headteacher.