

VISITING SPEAKERS POLICY

Date	Review Date	Contact
01.03.20	01.03.21	Head of School & Education

This policy is underpinned by Newbury Hall's core values as stated in our aims & ethos.

Our school is part of a global community. Occasionally, we have speakers from that wider community who enrich our students' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. 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 school and fundamental British values.

All requests for outside speakers must be discussed with the head of school & education.

- Whenever possible a notice period of one month should be provided before the visit.
- An organiser for the visitor should be provided, who will be the liaison with school.
- The organiser must assure themselves that information to be communicated by the visitor is lawful.

Normal safeguarding procedures apply during the visit.

Supervising staff will be present during the visit including a member of the senior leadership team if available, to monitor that communications with students align with the values and ethos of the school and fundamental British values. In the unlikely event that the speech does not meet this requirement, immediate action will be taken to balance the information given with alternative opinion, and the visitor may be required to leave at the discretion of the senior leadership team.

All visiting speakers are made aware of our safeguarding and fire evacuation procedures through leaflets next to the visitors' book that they are guided to read.

Signed:



Alex McNish, Head of School & Education, on 01.03.20