

## Stowe School Visiting Speaker Policy and Guidelines



This Policy has been written with due regard to Departmental Advice for schools from the DfE (Promoting fundamental British values as part of SMSC in schools), November 2014.

This policy should be read in conjunction with the school's Safeguarding Policy.

### Introduction

Stowe School is part of a much wider community. As part of educating Stoics, we frequently have speakers from the wider community who enrich our student's experience of school, providing students with information that helps them make decisions at different phases of their education, encouraging them to think about their spirituality, 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 the information they receive they can critically assess as to its value to themselves and that the information is aligned to the Christian ethos and values of the school and British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

We achieve this through the following protocols:

All requests for outside speakers must be discussed with a member of EMT.

EMT will request that:

1. A biography of the speaker or institution must be provided with the purpose clearly defined as to the information the speaker/visitor wishes to communicate. The information must align to the values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to EMT.
2. Whenever possible, a notice period of no less than one month be given prior to the speaker/visitor's proposed date at school.
3. An organiser for the visitor/speaker is provided who will be the liaison with school.
4. The organiser must ascertain that all information communicated by the visitor/speaker is lawful.
5. The speaker must be sent (by email if possible) the "**Guidelines for visiting Speakers**" document that is appended to this policy as Appendix 1. This appendix is available in pdf format in section 6 of the staff handbook on the VLE
6. When sufficient information has been collated EMT will be able to make a decision giving permission for the visitor/ speaker to come to Stowe School.

Headmaster: Dr. Anthony Wallersteiner

Named personnel with designated responsibility for this policy: Deputy Head (Pastoral)

Designated Safeguarding Lead: Kirsten McLintock

Policy Review date: 1<sup>st</sup> September 2017

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### **Further guidelines**

School safeguarding procedures apply and visiting speakers should be asked to supply photographic identity from their institution when they arrive in school. They will be issued with the Safeguarding information for visitors to Stowe School and will be asked to familiarise themselves with these. If North Hall is open, they will be issued with a visitors' badge which they must wear at all times. Visitors must be accompanied at all times whilst they are on the school site. During the visit/talk the organising member of staff must ensure that at least one Stowe member of staff is present during the visit/talk, who is required to monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the speech does not meet this requirement, immediate action must be taken by the member of staff to balance the information given and this must be reported to an EMT member immediately after the talk/visit.

### **Post speech/ visit evaluation**

The speech/ visit is evaluated by the organiser as to whether it met the needs of our students. Should the visit/speaker not meet the needs of our students then this will be clearly communicated to the visiting speaker/institution by the Headmaster. Thank you letters/emails are sent and travel expenses are reimbursed for all visiting speakers. These must be arranged by the organising member of staff who originally invited the speaker.

12<sup>th</sup> October 2016

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