



Leen Mills Primary School
Policy for visiting speakers / organisations

Our responsibility to our pupils is to ensure that from the information they receive, they can critically assess 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.

Named personnel with designated responsibility for this policy: Russell Tew (Head Teacher)
Designated Safeguarding Lead: Russell Tew
Deputy Designated Safeguarding Lead: Karen Goldson (DHT) and Nicola Davies (Asst. HT)

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

Leen Mills Primary School is part of a much wider community. As part of the children's education we frequently have speakers from the wider community who;

- enrich our pupils experience of school through the provision of workshops and activities
- provide pupils with information that helps them make decisions at different phases of their education,
- encourage 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.

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We achieve this through the following protocols:
All requests for outside speakers must be discussed with a member of SLT.

The SLT 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 “**Code of conduct for all volunteers / visitors working at Leen Mills Primary School**” document that is appended to this policy as Appendix 1.

6. When sufficient information has been collated the SLT will be able to make a decision giving permission for the visitor/ speaker to come to Leen Mills Primary School.

Further guidelines

School safeguarding procedures apply and visiting speakers should be asked to supply photographic identity from their institution when they arrive at the main entrance. They will be issued with the Safeguarding policy and will be asked to familiarise themselves with it.

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 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 a member of the SLT 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 pupils. Should the visit/speaker not meet the needs of our pupils then this will be clearly communicated to the visiting speaker/institution by the Head Teacher.

Reviewed January 2017

CODE OF CONDUCT FOR ALL VOLUNTEERS / VISITORS WORKING AT LEEN MILLS PRIMARY SCHOOL

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We request that you read, sign and return a copy of this code of conduct to the Head Teacher as an indication that you agree to the principles it contains and in order for the school to operate successfully.

- Treat all children equally and with respect. Respect gains respect. It is a two-way process.
- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- Conversations that you hear relating to children or other staff members must remain confidential.
- The progress or difficulties of individual children must not be discussed with others outside school.
- Mobile telephones should not be used whilst in school and you must not take photographs of children on school premises.
- For your own protection, you must ensure you are never alone with one child. Please avoid all physical contact with children.
- If you have any concerns regarding the way a child is dealt with, please speak to the Head Teacher or Deputy Head Teacher.
- Avoid use of mobile phones whilst in school, unless using them from the school office or staff room during lunch / break times when no children are present.

I have read the Code of Conduct and School Safeguarding Policy and agree to abide by the principles it contains:

Signed _____ Date _____

Name _____