

Policy for outside speakers visiting Newbury Hall

Date	Review Date	Contact
01.09.18	01.09.19	Principal

Our school is part of a global community. Occasionally, we have speakers from that 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, 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 the ethos and values of the Newbury Hall and fundamental British values.

We achieve this through the following protocols: All requests for outside speakers must be discussed with the Principal or Lead Educator. The following must be provided:

- 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 core values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to the Principal or Lead Educator.
- Whenever possible a notice period of no less than one month be made prior to the speaker/visitor's proposed date at school.
- An organiser for the visitor/speaker is provided who will be the liaison with school.
- The organiser must ascertain that all information communicated by the visitor/speaker must be lawful. When sufficient information has been collated the Principal or Lead Educator will be able to make a decision giving permission for the visitor/ speaker to come to Newbury Hall.

Further guidelines: School safeguarding procedures apply and visiting speakers should normally have photograph identity from their institution. They will be issued with a visitor's' badge which they must wear at all times. Visitors are accompanied in the buildings at all times. During the speech monitoring staff will be present during the visit, including a member of the senior leadership team who is monitoring that the speech aligns 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 by the senior leader to balance the information given.

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 Principal or Lead Educator. Thank you letters are sent via the organiser of the event.

Signed:

Date: 01/09/18



Jon Crocker  
Principal