



Leen Mills Primary School



Policy for visiting speakers/organisations

Our responsibility to our pupils is to ensure that the information they receive, they can critically assess its value to themselves. That the information received is aligned to the Christian ethos and values of the school and British Values including democracy, the rule of law, individual liberty and, mutual respect and tolerance of those with difference faiths and beliefs.

Named person with designated responsibility for this policy: Karen Goldson (Headteacher).
Designated Safeguarding Lead: Karen Goldson.

Deputy Designated Safeguarding Lead: Nicola Davies (AHT), Hayley Owen (AHT & SENCO),
Joanne Moules-Allcock (Nurture TA), Lisa Stone (Nurture TA)

This policy has been written with due regard to Departmental Advice for schools from the Department for Education (Promoting Fundamental British Values as part of SMSC in Schools), November 2014.

This policy should be read in conjunction with the Whole School 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 motivation and inspiration through the sharing of a speaker's experience.

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

The SLT will request that:

1. A biography of a speaker or institution must be provided with the purpose clearly defined as to the information of the speaker/visitor wishes to communicate. The information must align to the values and ethos of the school and the British values. This must be discussed with the organiser prior to the request being made to SLT.
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 the school.
4. The organiser must ascertain that all information communicated by the visitor/speaker is lawful.
5. The speaker must be sent (via email if possible), the "Code of Conduct for all volunteers/visitors working at Leen Mills Primary School" document. – See appendix 1
6. When sufficient information has been collated, the SLT will be able to decide regarding permission for the visitor/speaker to come to Leen Mills Primary School.

Further guidelines

School safeguarding procedures apply and visiting speakers will be asked to supply photographic identity from their institution when they arrive at the school entrance. They will be issued with the safeguarding policy and will be asked to familiarise themselves with it. They will be issued with a visitor's badge which they must wear at all times whilst on school site. During the visit/talk, the organising member of staff, must ensure that at least one 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 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 visitor/speaker not meet the needs of our pupils then this will be clearly communicated to the visiting speaker/institution by the Headteacher.

Reviewed October 2024.

Next review due October 2026.

Appendix 1



CODE OF CONDUCT FOR ALL VOLUNTEERS / VISITORS WORKING AT

LEEN MILLS PRIMARY SCHOOL

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.

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.
- Unless you are employed to work with the children, you must not discipline them under any circumstances. Report any issues to a member of teaching staff to be dealt with appropriately.
- If you have any concerns regarding the way a child is dealt with, please speak to the Head Teacher or Assistant 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 _____