



Protocols for Visiting Speakers
Author: AKJ
Last Reviewed: November 2020
Date of Next Review: November 2023

Wychwood, Oxford has pupils from many nations, of many faiths and of none and is part of the global community. Occasionally, we have speakers who enrich our pupils' experiences and understanding of the world, providing pupils 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 pupils is to ensure that they can critically assess the information they receive as to its value and whether the information is aligned to the ethos and values of the School and to British values.

We achieve this through the following protocols:

1. All requests for outside speakers must be discussed with the Head and permission given for the event to take place by the Head. The staff inviting the speaker will need to convince the Head that the information delivered has value and that all information communicated by the visitor/speaker must be lawful.
2. The staff inviting the visitor/speaker must organise the logistics such as ICT provision, transport, parking, meals and venue.
3. School safeguarding procedures apply and visiting speakers should normally have photographic identity. They will be issued with a visitors' badge which they must wear at all times. Visitors are accompanied in the buildings at all times.
4. GDPR regulations must be followed and the visitor must be issued with the Privacy Notice for Wychwood School Visitors prior to their arrival.
5. During the visit/speech staff will be present usually including a member of the senior leadership team who is assessing the content of the speech as compared to the values and ethos of the school. 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.
6. The visit/ speech is evaluated by the organiser as to whether it met the needs of our pupils. Should the visit/ speech not meet the needs of our pupils then this will be clearly communicated to the visiting speaker by the Head.
7. Thank you, letters are sent by the staff, who invited the speaker.

Visiting Speakers Agreement

The school recognises the importance of the contribution of visiting speakers to the enrichment of the experience of pupils.

The school recognises also the need for visiting speakers to observe safeguarding requirements. In order to safeguard pupils, all visiting speakers must comply with the following requirements:

- Any messages communicated to pupils support fundamental British Values and the school’s values and do nothing to undermine them.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are matched to the needs of pupils and are extensions of the curriculum.
- Visiting speakers will be accompanied by a member of staff at all times.

I confirm that I have read and will comply with the requirements set out above. I confirm also that I have reported to Reception on arrival and presented evidence of my identity including a photograph (e.g., driving license or passport).

Visitor’s Name:

Evidence of Identity:

Visiting whom?

Signature of visitor:

Date: