

St. Johns RC Primary School

Protocols for outside speakers visiting St.John's R.C. Primary School



Policy for Outside Speakers -2015/16

St. John's R.C. Primary School is part of a wider community. Occasionally, we have speakers from our wider community and beyond who enrich our pupils' experience of school. Our responsibility to our pupils is to ensure that the information they receive is aligned to the ethos and values of the school and British values.

We achieve this through the following protocols:

All requests for outside speakers must be discussed with the Headteacher. The Headteacher will request:

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 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 Headteacher.

2. Whenever possible a notice period of no less than one month be made 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 must be lawful.

When sufficient information has been collated the Headteacher will be able to make a decision giving permission for the visitor/ speaker to come to St. John's R.C. Primary School.

Further guidelines visitors should normally have photograph identity from their institution. They will be issued with a visitors' 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 and will be monitoring that the speech 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 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 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 Headteacher.

Thank you letters are sent.