



*Achieving together in faith*

**Holy Cross Catholic  
Multi Academy Company**

**External Speakers and Visitors  
Policy & Guidance**

Responsible for policy	Marina Kelly
Date of policy	January 2022
Date approved by HCC MAC Board	12 January 2022
Date of policy review	January 2025

## Introduction

Holy Cross Catholic Multi Academy Company (MAC) welcomes visitors to various events to support the delivery of a broad and balanced curriculum throughout the year. Visitors contribute to the life and learning of our schools and the experience and opportunities they bring are encouraged and appreciated.

It is each school's responsibility to ensure that the security and welfare of the whole school community is not compromised at any time. It is our aim to ensure that:

- our schools protect pupils and staff during school time and in extracurricular activities; and
- visitors comply with the Visitors & Visiting Speaker's Agreement (See Appendix B).

This policy should be read in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Prevent Extremism Policy
- Keeping Children Safe in Education 2020.

External speakers / Visitors are terms used to describe any individual who is not a student or staff member of our school. This includes any individual who is a student or staff member from another school. All sessions organised with external speakers in and outside of our school buildings are still within the responsibility (and liability) of each school.

Holy Cross Catholic MAC encourages the use of external agencies or speakers to enrich the experiences of our pupils; however, we will vet those external agencies, individuals or speakers to ensure that we do not unwittingly use external agencies, individuals or speakers that contradict or are in opposition with the MAC's Catholic values and ethos.

Schools will assess the suitability and effectiveness of input from external agencies, individuals or speakers or individuals to ensure that:

- any messages communicated to pupils are not inconsistent with our Catholic Values and British Values
- 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 extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other beliefs and ideologies (they must not incite hatred, violence or call for the breaking of the law)
- activities are properly embedded in the curriculum and clearly mapped to schemes of learning to avoid contradictory messages or duplication
- activities are matched to the needs of pupils.

We recognise that schools wish to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able

to actively engage with them in informed debate, and we may use external agencies, individuals or speakers to facilitate and support this.

### **What can external visitors expect from a Catholic school?**

- a welcome acknowledging their expertise and the enrichment it will provide for pupils
- informative, supportive and cooperative relationships through a working agreement.

### **What can the school expect from external visitors?**

All programmes, teachings or activities within the school should be:

- beneficial to pupils
- consistent with Gospel Values and the teaching of the Catholic Church
- consistent with MAC and schools' Mission Statements, goals, aims and objectives
- built on mutual trust, respect and appreciation of each other.

### **Organising the event**

When organising an event/ lesson with an external speaker, permission should be granted by the Headteacher before any visitor is asked to come into school. The Headteacher should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Schools reserve the right to cancel, prohibit or delay any event with an external speaker if this policy is not followed or if health, safety and security criteria cannot be met.

The member of staff (organiser) who has invited the visitor to contribute in school is responsible for the activities that take place within their lessons/ events. The organiser must ensure that all speakers/ visitors are made aware of their responsibility in-line with the school's Safeguarding Policy and by reading the Visiting Speaker's Agreement (See Appendix B), given to the speaker / visitor on arrival. The organiser will ensure that the visitor is fully briefed.

No event involving any external speakers may be publicised or considered confirmed until the speaker has been cleared through the procedure detailed in this policy.

When organising an event or visit from an external speaker, the organiser will be asked for the following details:

- brief description
- details of the exact purpose of the visit
- name and contact details of the visitor
- start and end time of the event (including any timetable variations or requested cover)
- brief biography of the visitor.

Any failure to disclose the full details of an external speaker may result in cancellation. Any application for a visit from an external agency, individual or

speakers must be made no later than 14 days before the date of the event. Any request made outside of this timeframe may be rejected.

### **Procedure for organising an event with an external speaker**

- the organiser will notify the external agencies, individuals or speakers of the Visitors & Visiting Speaker's Agreement (See Appendix A)
- the organiser will ensure that all the details required for organising a visit are collated
- the organiser will carry out agreed checks on the external speaker.

### **PROCEDURE FOR RESEARCHING A SPEAKER**

The organiser will conduct a short check into all potential speakers using an open source check: searching for the speaker and any organisation the speaker is affiliated with, on a suitable search engine and look at the first three pages of results. They will then repeat the search with 'controversy' added to the search terms.

If the speaker has a history of, or has in the past been accused of any of the reasons listed below, the details for the booking will to be sent to the school's single point of contact for safeguarding (Senior Designated Lead, SDL), for further investigation and guidance.

The event will not go ahead as planned if there is evidence of the speaker / visitor.

- inciting hatred, violence or calling for the breaking of the law
- insulting or making derogatory remarks to other faiths or groups
- using threatening, abusive or insulting words or behaviour.

If no issues are identified, then the event / speaker will proceed with event confirmation.

Reasons for the speaker's details to be shared with the SDL may include, but are not limited to, any of the following:

- any person or group on/or linked to the UK Government list of prescribed terrorist organisations
- talks by organisations generally considered to be extremist by the Home Office and related organisations
- a speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of pupils or staff
- a speaker accepted in mainstream as being highly controversial
- a speaker known to/ or likely to, cause harm to a specific group of staff or pupils
- a link or links, to any person or group that has, in those search engine listings, been connected with any controversy of a negative or positive nature
- a speaker who has significant profile and attracts a following that could create crowd control and health and safety issues.



## **Working Agreement for Holy Cross Catholic MAC Schools and External Agencies**

Holy Cross Catholic MAC welcomes all external agencies and providers and thanks them for the contribution they make to our schools. However all schools reserve the right to interrupt or end a presentation if they feel that the presenter has failed to follow school guidelines or use inappropriate material or content that is not in line with Catholic ethos or teaching.

### **Criteria**

All programmes, teaching or activities within our school must be:

- beneficial to our pupils
- consistent with the Catholic Gospel Values and teachings of the church
- consistent with the MAC's Mission Statement, goals, aims and objectives
- built upon mutual trust, respect and appreciation of each other.

### **Holy Cross Catholic MAC Mission Statement**

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.



**Working Agreement for Holy Cross Catholic MAC Schools  
and External Agencies**

Department or focus of the visit:	
Session(s) to be delivered:  Date/s:  Time/s:  To: (e.g. pupils, parents, governors)	
Agreed aims of the session(s):	Brief description of programme including methods:
Success criteria: (these should be measurable, not simply a completion of tasks)	
Evaluation methods: (state who will do this and reporting/ feedback responsibilities)	



**Appendix B (part 1)**

**Checklist for Catholic School and External Agencies**

<b>Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Comments/actions</b>
Have the resources/materials/content to be used in session been reviewed including websites?			
Have confidentiality issues been discussed and agreed?			
Have behaviour management issues been discussed?			
Have relevant school policies been explained?			
Has the role of the teacher been discussed?			
Has follow-up work been planned?			
Have safeguarding issues been discussed including CRB?			
Have any other issues or concerns been discussed?			
Signed: School		Signed: Agency/ visitor	
Date:		Date:	
Did the visit fulfil the criteria above?			
Did any issues arise?			
School signed:			
Date:			

## **APPENDIX B (part 2)**





## VISITORS & VISITING SPEAKERS AGREEMENT

Thank you for agreeing to come to visit our school. We appreciate the contribution which you make.

At HCCMAC Schools we understand the importance of visitors and external agencies in enriching the experiences of our pupils.

Speaker's name		Date of visit	
Purpose of visit			

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below.

- 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
- Visitors will be accompanied by a member of staff at all times
- Any messages communicated to pupils support the school's Mission Statement, goals, aims and British Values

Please be aware that your presentation will need to be brought to an early end, if the content proves unsuitable.

I confirm that I have read the statements above and will adhere to them accordingly.

Signed: ..... Date:  
.....