

Protocol for Visiting Speakers

The Foundation actively promotes engagement with the outside world. This includes ensuring that our pupils are aware of a diversity of views on a range of subjects, and that they are able to draw on the skills, experience, and expertise of those in the wider community ready for when they leave School and move to the stage of their education/career.

We therefore encourage visitors to the Schools to lead talks and debates, which we believe will enrich the educational experience we offer to our pupils.

In order to comply with the 'Prevent' agenda, as required by regulation, the Schools ensure that all visiting speakers are vetted appropriately. The Foundation is committed, as required by regulation, to ensuring that it does not promote political views in any form.

For the vast majority of speakers, an Internet search, or similar, will suffice. In the case of a speaker not having a digital footprint, a call to a school where the speaker has visited previously or speaking directly to the speaker to establish the tenor of the proposed talk, would be appropriate.

However, should such a check raise concerns, more thorough vetting or other appropriate action may be required. This should be raised immediately with the Deputy Head.

The form overleaf should therefore always be used before a speaker is confirmed.

School	Name of speaker:	
	Date of Talk:	
	Title of talk:	
Has the speaker delivered a talk at the School before?	Yes / No	
If Yes, was the talk appropriate?	Yes / No	
Did the speaker espouse views which were contrary to fundamental British values?	Yes / No	
Checks undertaken for the suitability of the speaker		
Have you conducted an internet search Option 1 check, for example a biography or item which evidences a general impression of the speaker's views?	Yes / No	
Please detail any other checks carried out (e.g., calling a school which the speaker has visited before; an email exchange or phone conversation with the speaker to establish the tenor of the talk)		
Please attach signed and dated evidence for the checks.		
If this is not yet available, please detail why/when it can be expected:		
Given the evidence, in your professional opinion, is the speaker at risk of promoting views which are contrary to British values?		
Signed:	Dated:	
Print Name		
Thank you for completing this form. Please send this form with necessary attachments to the Deputy Head for approval.		

DEPUTY HEAD'S APPROVAL		
Speaker approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signed:
Dated:		Print Name:
Once approved by Deputy Head, please scan the approved form and attachments and email to hr@warwickschools.co.uk before the date of the visit. HR will contact the member of staff who submitted this request, after the event, to review whether the speaker is approved to return.		