



Brescia House

SCHOOL

POLICY DOCUMENT

GUEST SPEAKERS and PRESENTERS POLICY

1. The headmistress of the primary or secondary school and organising staff member shall meet with an individual/organisation and its appointed presenters to discuss the proposed programme and to set context of our school, children, milieu.
2. On basis of initial meeting, the individual/organisation shall submit a complete programme and all materials for the course to the headmistress and/or staff member.
3. Having consulted all relevant parties and considered the risks, the headmistress shall appoint the individual/organisation at her sole discretion.
4. The individual/organisation shall be appointed in writing and such a letter shall include the conditions under which they are appointed, be those financial or social, educational or spiritual.
5. The School shall reserve the right to have a staff member/trusted outsider present at the presentation/course/camp to express the school's point of view or to intervene in proceedings.
6. Where possible learners will be requested to submit questions they wish to ask presenters beforehand or at least before a lunch break, to give staff members an opportunity to discuss and prepare appropriate responses.
7. If approved, the organisation shall agree to address parents to present the course outline and materials and to answer any questions parents may have.
8. After the course/retreat/event the individual/organisation shall attend a debriefing with the headmistress and staff member, whose responsibility it shall be to ask searching questions.
9. Parents shall receive a letter giving feedback on the course and advice on responses to difficult/controversial questions or issues their daughters may raise at home.
10. Before presenting courses such as sex education or HIV/AIDS interventions, the organising staff member shall consult the Religious Education teachers as to timing. It shall be the responsibility of the Religious Education teachers to present love and marriage as the context for sexual experiences so that learners learn about sexuality in an integrated and co-ordinated way.