



# Use of External Visitors Procedure

---



**Policy Details**

Person Responsible for this Policy	<b>Angela Ransby</b>
Policy Author	<b>Natalie Quinton</b>
Date to Central Leadership	<b>June 2024</b>
Date Ratified	<b>July 2024</b>
Review Date	<b>July 2025</b>
Policy displayed on website	<b>YES</b>

CEO Signature	<b>Angela Ransby</b>
---------------	----------------------

<b>Updates Made</b>	<b>Date</b>

---

At Raedwald Trust we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the Trust's values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the trust's 'Visiting Speakers Agreement' (see appendix 1). All information about the visiting speaker and the booking process will be recorded on the 'Visiting Speaker/Event form' (see appendix 2).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

Our trust will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our Trust values.
- Any messages communicated to pupils are consistent with the ethos of the Trust 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 properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

We recognise, however, that the ethos of our Trust is 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 or speakers to facilitate or support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

---

## Appendix 1: Visiting Speakers Agreement at Raedwald Trust

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

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

- Any messages communicated to pupils support fundamental British Values and our Trust's values.
- Any messages communicated to pupils are consistent with the ethos of the Trust 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 properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- Visitors will be accompanied by a member of staff at all times.
- If a visiting speaker does not have the appropriate level of DBS check, they will not under any circumstances be left alone with a pupil.
- Visitors are bound by a code of confidentiality.
- Visitors have read and understood and agree to follow Raedwald Trust's Safeguarding and Child Protection Policy.

Signed:.....

Date: .....

---

## Appendix 2: Visiting Speaker/Event Form

Name of the Event and Speaker
Date of the Event
Nature of Event (talk, demonstration to the children, interactive learning etc)
Outline of the Content of the Event
Point of Contact (member of staff organising the event / submitting the request)
Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to
Risk Assessment completed and attached, if applicable Yes / No
Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement
Sign and date to confirm that the trust business manager has been informed of the Speaker in order for any safeguarding and finance checks to be undertaken
Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises and follows the visitors procedures
Agreed by the CEO
Date
Post Event Evaluation