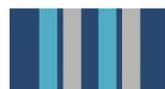


Maiden Erlegh Trust
**VISITING SPEAKERS
PROCEDURE**



MAIDEN ERLEGH
TRUST

Initial approval:	November 2018
Review frequency:	Three years
Date(s) reviewed:	November 2018

Contents

Introduction 3

Use of External Agencies and Speakers 3

Introduction

Visitors are welcome in Maiden Erlegh Trust schools. They make a contribution to the life and work of the schools in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the schools' responsibility, however, to ensure that the security and welfare of its students is not compromised at any time.

It is our aim to safeguard all children under the Trust's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure that the students of Maiden Erlegh Trust schools can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines.

This procedure applies to all visitors invited to Maiden Erlegh Trust schools and should be viewed alongside our Safeguarding Policy.

Use of External Agencies and Speakers

Maiden Erlegh Trust is a politically neutral organisation.

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

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 directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our students.

It is the responsibility of the organising member of staff to ensure that any visiting speaker adheres to the following guidance:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students 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 students
- Visitors will be accompanied by a member of staff at all times