

**Visiting Speaker/Event Agreement At (insert name) Education Provision**

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 school 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 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 also be accompanied by a member of staff at all times.

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



**Education Provison**

**Risk Assessment for Visiting Speaker/Event**

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| Name of the Event: ……………………………………………….. Date: …………………………..  Speaker: | |
| Nature of Event  (eg: assembly, talk, interactive learning etc) |  |
| Outline of the Content of the Event |  |
| Member of staff organising the event who is the point of contact for the speaker. |  |
| Confirm that research has been carried out on the Speaker and the organisation they are affiliated to – record detail |  |
| The Speaker has signed the Visiting Speakers Agreement | YES NO |
| The Office has been informed of the Speaker in order that they can be added to the School diary, and any relevant vetting procedures undertaken | YES NO |
| Confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises | YES NO |
| Requested by …………………(member of staff), (sign and date)  Agreed by the Headteacher (sign and date) |  |
| Post Event Evaluation |  |