

Maiden Erlegh Trust  
**VISITING SPEAKERS  
PROCEDURE**



**MAIDEN ERLEGH**  
TRUST

<b>Initial approval:</b>	November 2018
<b>Review frequency:</b>	Three years
<b>Date(s) reviewed:</b>	January 2022, February 2025

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 agencies and materials used are age-appropriate and politically impartial and/or put in the context of a balanced presentation of differing and opposing views.
- Any messages communicated to students support fundamental British Values and our school values (this can be through the main presentation or in follow-up questions).
- 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 or condone criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies (or imply in any way that the school or Maiden Erlegh Trust glories or condones the above).
- 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
- The organiser is responsible for ensuring the agency/speaker has sight of this document before agreeing to present and that they have assurances that the agency/speaker will adhere to the principles within the document.
- Visitors will be accompanied by a member of staff at all times and the organiser has a duty to step in, and if necessary stop the presentation, if the following guidance is not respected.