



## Appendix B

### Visiting Speakers Agreement

#### Rush Common School

Rush Common has a formal procedure for inviting speakers into school which follows the clear expectations in the Prevent Duty. This duty states that we should have “clear protocols for ensuring that any visiting speakers - whether invited by staff or children themselves - are suitable and appropriately supervised” (Prevent Duty July 2015).

Name of visiting speaker:

Name of company/charity representing:

Date of presentation/talk

Key staff member involved:

As a visiting speaker I am aware that there is:

- A formal procedure for inviting speakers, which involves approval by the Headteacher and a clear understanding of why I have been invited to speak in school.
- A list of appropriate checks may be carried out which could include internet searches and/or contacting other schools where the person has spoken previously.
- A requirement, where possible, to invite speakers from an established company, charity or other group whose aims are well-documented

I understand that:

- I must abide by the school’s equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.
- I will be expected to talk with staff about the content of the presentation before the event; and that time must be allowed for this discussion, whether it is on the day or beforehand.
- I cannot use talks and presentations to raise funds, without the prior written permission of the Headteacher.
- I must arrive at reception in good time to book in, and must bring suitable photo identification.
- I must be supervised at all times and not left alone with pupils, (unless I have confirmed DBS checks).
- My presentation will be brought to an early end, if the content proves unsuitable.

After the presentation, an evaluation form will be completed by staff. This may note any contentious subject areas or comments, and will state whether the speaker could be booked again in the future.

Name of visiting speaker:

Signature of visiting speaker:

Date:

Authorisation of Headteacher: Signed..... Date:.....