

---

# Visiting Speakers and Fundraising Policy

---

<b>Responsible post holder</b>	Deputy Principal Student Experience and Group Safeguarding
<b>Approved by / on</b>	Trust SLT Sept 2024
<b>Next Review</b>	July 2026

**Contents**

1. Introduction .....3

2. Terms and definitions .....3

3. Delegation of Responsibilities.....3

4. Organising a Visiting Speaker .....4

5. External Visitor Approval Process .....5

6. Activities outside of school hours .....6

7 Community Groups, Charities and Fundraising .....6

8 Related policies .....7

Appendix A: Visiting Speakers Approval Form .....8

## **1. Introduction**

Through hosting external speakers, schools provide a safe space for pupils to engage with a variety of issues and hear and debate different perspectives. Schools have a responsibility to ensure that the people they invite to speak are suitable and that all safeguarding procedures are followed.

When inviting speakers, schools are reminded of the following:

- Keeping children safe in education is statutory guidance that all schools must have regard to when carrying out their duties to safeguard and promote the welfare of children. When inviting speakers, schools should be conscious of the safeguarding requirements in the guidance.
- The statutory guidance on the Prevent Duty makes clear that as part of their safeguarding policies, schools should 'set out clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils themselves are suitable and appropriately supervised'.

## **2. Terms and definitions**

2.1 'Visiting Speaker' is used to describe an individual or organisation who is not a pupil or member of LSEAT staff.

2.2 'Presentation' for the purpose of this document should be read to include all talks, debates, workshops and speeches.

2.3 An 'organiser' is anyone wishing to arrange for a visiting speaker to make a presentation at any location where such a presentation would or could be associated with London South East Academies Trust.

2.4 The Government's Prevent Duty (2023) describes extremism as: "vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

## **3. Delegation of Responsibilities**

The Head Teacher can delegate the responsibilities outlined in this policy to a member of the Senior Leadership Team.

#### 4. Organising a Visiting Speaker

- 4.1 All events organised on behalf of, or that would be associated with, London South East Academies Trust involving external speakers, including those off site, are covered by this guidance.
- 4.2 Anyone wishing to organise for an external speaker or organisation to make a presentation to pupils must first discuss this with the Head Teacher.
- 4.3 It is the duty of all organisers to follow LSEAT's visiting speaker guidance as outlined in this code and ensure that all visitors pre-book, sign in at the appropriate Reception area, wear visitors' passes and are supervised at all times whilst on site.
- 4.4 Extra care should be given to speakers or organisations who make first contact, seeking the opportunity to address or otherwise engage with the community of the school.
- 4.5 An agreement with the speaker and organisation they represent should always take place before the event in which an outline of the presentation is discussed so that both parties understand the purpose and boundaries of the presentation. The speaker should be fully informed of the need to use appropriate language to address pupils and the educational level of pupils they will be addressing.
- 4.6 Where a presentation is likely to be controversial or addresses topics of religion or politics extra consideration must be given in consultation with the Head Teacher before agreeing to the presentation. Consideration should not just be given to the content of the presentation but also to the individual who attends, for example, the risks associated with someone who has a high profile.
- 4.7 Where additional support is required to judge the appropriateness of the presentation or speaker, the organiser should contact the Designated Safeguarding Lead, Headteacher or the Group Safeguarding Lead for advice.
- 4.8 In situations where the presentation is on religion, politics or controversial issues and the speaker is unable to attend at short notice and instead offers an alternative speaker, without giving the school/Trust time to consider the new speaker, **the presentation must not proceed.**
- 4.9 If the subject matter of a presentation could be distressing to some pupils, the staff member should inform the Safeguarding team, so that relevant members of staff can assist with any pupils affected by the issues discussed, or who may have a history of associated vulnerability.

## **5. External Visitor Approval Process**

5.1 A potential external visitor/speaker is identified.

5.2 The event organiser liaises with the Head Teacher and a decision is made about the need for desk research and/or references at least 10 working days before the intended date of the event.

5.3 All intended external visitor/speaker events must be submitted to the Head Teacher for approval using the external visitors speakers form (Appendix A).

5.4 Any presentation or speaker must be authorised by the Head Teacher (or a member of the Senior Leadership Team (SLT)). They can request that:

- a) a further short investigation into the speaker and the presentation is conducted, and/or
- b) that the School Designated Safeguarding Lead/ Headteacher, Group Safeguarding Lead and/or Deputy CEO Trust is consulted.

If it is thought that vulnerable pupils may be at risk of radicalisation, this may involve liaison with colleagues in the local Counter Terrorism Police and/or the local Prevent Coordinator.

5.5 In making recommendations the level of risk will be assessed on the following basis:

- a) The potential for any decision to limit freedom of speech
- b) The potential for the presentation to cause the Trust to be in breach of its equality of opportunities policy
- c) The potential for the event to cause reputational damage to the Trust
- d) The potential for the speaker's presence at the school to cause fear or alarm to pupils
- e) The potential for the speaker's presence at school to give rise to a breach of the peace

5.6 As a result, the Head Teacher may make one of the following recommendations:

- a) Permit the presentation with the visiting speaker to go ahead unrestricted
- b) Not permit the presentation with the visiting speaker to go ahead
- c) Permit the presentation with the visiting speaker to go ahead under stipulated conditions designed to reduce risk

5.7 Examples of steps that could be taken to reduce risk;

- a) Requiring that a copy of any presentation or speech to be delivered by the speaker is submitted in advance of the presentation
- b) Requiring that an event promoting a particular view includes an opportunity to debate or challenge that view

5.8 When considering any steps designed to reduce risk, their potential to inadvertently cause risk (for example, a sense of oppression felt by the need for high security controlling access to the event) should be taken into account.

5.9 In particularly sensitive cases, external advice from such as the Police, Local Authority Prevent Co-ordinator etc. may be sought, and the School Designated Safeguarding Lead/ Headteacher should be contacted for advice when relevant.

5.10 If the decision is taken that the event should not proceed, or if the event does proceed but concerns are raised about the appropriateness of the content, this should be communicated to the Headteacher, Deputy CEO Trust and the Group Safeguarding Lead. A decision will be made if this information needs to be shared with relevant local Prevent Networks.

5.11 If/when proceeding the organiser must inform Reception.

5.12 The organiser must supervise the visitor at all times whilst they are on site.

5.13 Staff and pupils (where appropriate) evaluate the visit.

## **6. Activities outside of school hours**

Any activities that take place on school grounds even outside of school hours must adhere to this policy and all external visitors and organisations must be assessed against the guidance in this policy, even if the intended audience is not to school pupils.

## **7 Community Groups, Charities and Fundraising**

### **7.1 Collecting on behalf of a Charity**

- a) Collecting money for local, national or international charities should be supported and can build up excellent links for the Trust and its pupils.
- b) All staff wishing to organise a collection for a charity should always discuss this with the Head Teacher in advance. It is the Head Teacher's responsibility to make sure the charity is registered with the Charity Commission and does not have potential links to extremist groups. Where the charity is not registered with the Charity Commission or there might be potential links to extremist groups the Head Teacher can contact Deputy CEO Trust, Group Director of Strategic Projects or Group Safeguarding Lead for advice.

### **7.2 Extremist Literature**

- a) It is the duty of all staff to follow the Safeguarding Policy and report incidents where they believe a child or vulnerable adult might be at risk of harm including if they are vulnerable or susceptible to being groomed as an extremist.
- b) Extremist literature in the form of leaflets or pamphlets can be the first step in grooming a child or young person into extremism. It is the duty of all staff to be vigilant regarding literature they find on school premises that might be trying to engage pupils in extremism. All such literature should immediately be reported to the Designated Safeguarding Lead.
- c) Where an authorised visitor, unauthorised visitor or pupil is seen to be distributing extremist literature this should immediately be reported to the Designated Safeguarding Lead.
- d) Where a person or group is in the vicinity of the school but not on school grounds and handing out extremist literature then Senior Leadership and Safeguarding must be informed who can take advice and guidance from the Police.

## **8 Related policies**

- Safeguarding Policy
- Equality and Diversity Policy

## Appendix A: Visiting Speakers Approval Form

<b>Visiting Speakers Approval Form</b>	
Title of Event:	
Name of Organiser:	
Date of Request:	
Proposed Audience:	
Proposed Date:	
Visiting Speaker Name and Organisation:	
Purpose and Subject of Talk:	
Any known affiliations that need to be considered:	
Any previous controversy affected by the speaker or the topic in the past?	
Links to online content/website	
Is the event or speaker likely to attract media interest? If yes please state why	
Details of any agreement reached with the speaker re format, content, language etc.	
Any other information that should be considered	
<b>Head Teacher (or a designated member of SLT) Review</b>	
Name	
Role	
Date of Review	
Actions taken/additional information sought	
Decision (include any amendments that need to be put in place)	

*A copy of this form should be kept on file as a log.*