



Olive Academies

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Title	Use of external agencies and speakers
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Academies to note: This is an OA policy which should not be modified. It should be read in conjunction with OA policies on children protection and safeguarding.	

1. Introduction

At Olive Academies we encourage the use of external agencies or speakers to enrich the experiences of our students. However, we recognise the importance of vetting any speakers and agencies that come to an OA academy prior to engaging them to provide learning opportunities or experiences for our students.

2. Use of speakers and checks

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented.

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

Our trust will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our trust values.

- Any messages communicated to students are consistent with the ethos of the trust 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 are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

We recognise, however, that the ethos of our trust is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience where appropriate to their age and ability but also to help students develop critical thinking skills needed to engage in informed debate.

Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

3. Procedure for appointing speakers

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the trust's 'Visiting Speakers Agreement' (at the end of this policy)

All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 1).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future.

Appendix 1: Risk assessment for visiting speakers

Date of the event
Nature of event (talk, demonstration to the children, interactive learning etc)
Outline of the content of the event
Point of contact (member of staff organising the event)
Sign and date to confirm that research has been carried out on the speaker and the organisation they are affiliated to
Organising staff member to sign and date to confirm that the speaker has signed the Visiting Speakers Agreement
Sign and date to confirm that the office has been informed of the speaker in order that they can be added to the academy diary
Sign and date to confirm that you agree to ensure that the speaker is accompanied at all times whilst on the premises
Agreed by the headteacher
Date
Post event evaluation by organising staff member, including: summary of feedback from students and whether you would recommend using them again – if not, why not.



Olive Academies

Olive Academies visiting speaker agreement

We understand the importance of visitors and external agencies to enrich the experiences of our students and welcome such visitors to our academies. In order to safeguard our students, we expect all visiting speakers to read the accompanying visiting speaker policy and adhere to the statements below, signing at the end to indicate agreement with these statements:

- Any messages communicated to students support fundamental British Values and our trust values.
- Any messages communicated to students are consistent with the ethos of the trust 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 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 students.
- Visitors will also be accompanied by a member of staff at all times.
- Visiting speakers' presentations will be brought to an early end, if the organiser or senior leader of OA considers the content to be unsuitable.

In line with our safeguarding procedures, any visitor to the academy will be asked to provide photo ID.

Name of speaker:

Name of organisation:

Signed:

Date: