**Brighstone CE Aided Primary School**

**Visiting Speakers Policy**

**Appendix B: Visiting Speaker Declaration**

(This form should be returned to the Headteacher by the visit organiser)

Brighstone CE Aided Primary School understands the value for children of listening to speakers from a range of organisations who bring a wealth of expertise. We welcome speakers to enable pupils to broaden their knowledge, understanding and experience across the curriculum and beyond.

We thank you for giving up your time to share your knowledge and experience with the children.

* I understand that I will be expected to hold a discussion (in person, or via email or phone call) with a member of staff regarding the content of the presentation, and share any materials that I will be using, prior to the event taking place.
* I understand that I must arrive in good time and must bring suitable identification; e.g. passport/photo driving license/DBS.
* I understand that I must be supervised at all times and not left alone with pupils.

(The speaker may be exempt from this if it has been confirmed that the appropriate checks have been carried out for ‘Regulated’ activity to take place.)

* I understand that my presentation will be brought to an early conclusion if the content proves unsuitable.
* I understand that the talk/presentation will not be used to raise funds without prior permission of the Headteacher.
* I understand the need to 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.

Visiting Speaker’s name:

Visiting Speaker’s signature:

Date: