

May Blossom Farm CIC

Alternative Provision

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Visiting Speaker Policy

Approved by:	Gill Press
Last reviewed on:	01/09/2025
Next review due by:	31/08/2026
Head of Alternative Provision	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russell Breyer

This policy was ratified in Sept 2025 and will be reviewed in September 2026

1. Purpose

This policy sets out the procedures for inviting and managing visiting speakers to ensure compliance with safeguarding duties under **Keeping Children Safe in Education (2025)** and the Prevent Duty.

May Blossom Farm AP CIC recognises that external contributors can enrich learning but must not compromise safeguarding.

2. Scope

This policy applies to:

- All external speakers
- Charities and organisations
- Faith representatives
- Businesses and career providers
- Workshop facilitators
- Contractors delivering sessions to students

3. Safeguarding Principles

The AP will ensure that visiting speakers:

- Do not promote extremist views
- Do not undermine British values
- Do not pose a safeguarding risk
- Are appropriately supervised at all times

4. Approval Process

All visiting speakers must:

1. Be approved by the Alternative Provision Lead
2. Complete a Visiting Speaker Information Form.
3. Provide details of:
 - Organisation
 - Topic and objectives
 - Target audience
4. Be subject to online and background checks.

5. Have a risk assessment completed prior to visit.

No speaker may attend without prior approval.

5. Supervision and Conduct

- Speakers must never be left unsupervised with students
- A member of staff must remain present at all times.
- The session must align with curriculum intent.
- Staff will challenge inappropriate content immediately.

6. Record Keeping

The school will maintain a Visiting Speaker Log including:

- Date
- Speaker name
- Organisation
- Topic
- Risk assessment outcome
- Name of approving staff member

7. Managing Concerns

If concerns arise:

- The session will be stopped if necessary.
- The DSL will be informed immediately.
- A safeguarding record will be completed.
- Further action will follow school safeguarding procedures.

8. Monitoring and Review

This policy will be reviewed annually or sooner if required by updates to statutory guidance.

Visiting Speaker Log

Date	Speaker Name	Organisation	Topic	RA Outcome (High, Medium, Low)	Name of approving staff member