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VISITING SPEAKER & EXTERNAL CONTRIBUTORS POLICY

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1. Purpose

Kingdom Christian School recognises the value that visiting speakers and external contributors can bring to children's learning and development. Visitors can provide valuable experiences, specialist knowledge and opportunities to broaden pupils' understanding of the world around them.
The school welcomes appropriate visitors who support its educational aims and Christian ethos. However, the school has a responsibility to ensure that all visitors, presentations and resources are suitable, safe, age-appropriate and consistent with the school's values and statutory responsibilities.

This policy sets out the expectations and procedures for anyone invited to speak to, present to or work with pupils at Kingdom Christian School.

2. Approval of Visiting Speakers

All visiting speakers and external contributors must be approved by the Headteacher or a designated senior leader before arrangements are confirmed.

The school reserves the right to decline an invitation or withdraw approval if a speaker, organisation or proposed session is considered unsuitable.

Before approval, the school will consider:

- The purpose and educational value of the visit;
- The suitability and background of the speaker or organisation;
- The age and developmental stage of the pupils;
- The content and materials proposed;
- Any safeguarding, political, ideological or reputational concerns;
- Whether the proposed session supports the school's Christian ethos and values.

3. Advanced Submission of Materials

All visiting speakers must provide the school with copies of all materials they intend to use with pupils sufficiently in advance of their visit. This includes, but is not limited to:

- PowerPoint presentations and slides;
- Videos, films, photographs and audio recordings;
- Worksheets, booklets, leaflets and handouts;
- Websites, online resources and external links;
- Planned activities, discussions and workshop materials;
- Any other content that pupils will see, hear or be asked to engage with.

Materials must be submitted to the school for review and written approval before the session takes place.

Speakers must not introduce additional materials, activities or content that have not been agreed in advance without permission from the school.

The Headteacher or designated senior leader reserves the right to request amendments, remove particular content or refuse materials that are considered inappropriate.

4. Political Impartiality and Balanced Viewpoints

Kingdom Christian School is committed to ensuring that pupils are not subjected to political persuasion or the promotion of partisan political views.

Visiting speakers must not use their position or time with pupils to promote:

- A particular political party or candidate;
- Personal political opinions or agendas;
- Political campaigns, petitions or demonstrations;
- One-sided arguments on controversial political or social issues;
- Particular ideologies or organisations in a way that encourages pupils to adopt their views.

Where political issues or controversial subjects are relevant to a session, they must be approached in a fair, factual, balanced and age-appropriate manner.

Speakers should acknowledge that different viewpoints may exist and must not

present personal opinions as established facts.

The school does not expect every viewpoint to receive identical time or attention, but pupils must not be encouraged to accept one particular political position without appropriate context.

The school reserves the right to stop or amend any session that becomes politically biased, inappropriate or inconsistent with this policy.

5. Respect for the School's Christian Ethos

As a Christian school, Kingdom Christian School seeks to ensure that visitors respect its Christian foundation, beliefs and values.

Speakers are expected to demonstrate respect towards the school's ethos, pupils, families and wider community. Visitors must not undermine or deliberately contradict the school's Christian values or use their time with pupils to promote beliefs, practices or messages that are incompatible with the school's ethos.

The school welcomes respectful discussion, questions and opportunities for pupils to develop their understanding of different perspectives. However, this must take place in a way that is appropriate to the pupils' age and maturity and consistent with the school's Christian character.

6. Safeguarding Requirements

The safety and welfare of pupils is paramount.
All visiting speakers must:

- Follow the school's safeguarding and child protection policies;
- Sign in on arrival and wear the appropriate visitor identification;
- Be made aware of relevant safeguarding procedures and the identity of the Designated Safeguarding Lead (DSL);
- Remain under the supervision of a member of school staff unless an appropriate risk assessment and safeguarding arrangements have been agreed;
- Never be left alone with pupils unless the appropriate safeguarding checks and arrangements are in place;
- Report any safeguarding concerns immediately to the DSL or Deputy DSL;
- Not take photographs, videos or recordings of pupils without prior school permission.

The school will determine whether identity checks, DBS checks or other safeguarding measures are required, in accordance with current statutory guidance and the nature of the visitor's role.

7. Conduct During Visits

A member of school staff must remain present during presentations, workshops and sessions involving pupils.
Visiting speakers must:

- Communicate respectfully and appropriately;
- Use language suitable for the age of the children;
- Avoid inappropriate, discriminatory or offensive comments;
- Avoid promoting personal businesses, products, fundraising activities or campaigns without prior approval;
- Not collect pupils' personal information or contact details;
- Not encourage pupils to communicate with them privately or through personal social media accounts.

The school reserves the right to intervene, pause or end a session if concerns arise about its content, delivery or suitability.

8. Monitoring and Evaluation

Following a visit, the school may seek feedback from staff and pupils to evaluate the effectiveness and suitability of the session.

Any concerns regarding a visiting speaker or the content delivered will be reported to the Headteacher and considered before any future invitations are agreed.

9. Compliance

All visiting speakers and external contributors will be expected to comply fully with this policy. Failure to follow the agreed arrangements may result in a session being stopped, a visitor being asked to leave or the school declining future visits.

The Headteacher has overall responsibility for ensuring that this policy is implemented and that appropriate approval and safeguarding arrangements are in place.

10. Review

This policy will be reviewed regularly by the Headteacher and Governing Body, or sooner if there are changes to statutory guidance or school requirements.

Version Control Table

Version	Date	Changes	Approval
1	Nov-26	New policy	SO