



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

LoK Visiting Speaker Guidelines and Form

September 2

2024

Revised by S. Ahmed

		Next Review Date	Sept 2025
Responsible Person	Position	Sign	Date
Shakil Ahmed	Headteacher		02/09/2024
Imran Sidyot	Governor		02/09/2024

VISITING SPEAKERS

The school must be vigilant about checking visiting speakers. These specialists are sourced from appropriate organisations or have been invited following recommendations from staff contacts at other schools or organisations. The general management team of the Principal/Head teacher keeps a log of all visiting speakers and, in addition to the knowledge of the staff who have sourced them, will research the visiting speaker on the internet to gain further comfort to their suitability along with a general background check. Any concerns must be discussed with the head teacher. All staff are regularly reminded of the protocols associated with the signing in and supervision of visiting speakers.

LoK School Visiting Speaker Form & Guidelines

The learning environment of schools and classrooms should be maintained and care must be exercised to respect the diverse views and values of all pupils. The speaker and the school agree to the following terms and conditions for speaking to pupils at Lantern of Knowledge School:-

1. A legitimate and reasonable connection between the adopted curriculum and the guest's presentation must be established.
2. With the exception of school-sponsored fund-raising events, promotion of a business, distribution of advertising or collection of pupils' names, addresses, or phone numbers is prohibited.
3. The religious viewpoint of all pupils must be respected. The role of any speaker is to provide education and explanation, not to promote religions, cultural or lifestyle viewpoints. Therefore, while factual information on politics, a religion, a culture, or an ethnic group may be presented, proselytizing for a particular political, religion, or cultural viewpoint or an alternative lifestyle is not permitted. No extremist/radical views must be espoused.
4. Materials and presentations must not denigrate a pupil on the basis of creed, culture, race, gender, or national origin (also the Protected Characteristics under the Equalities Act 2010) and must respect Fundamental British Values.
5. Information presented must be accurate.
6. Appropriate attire, language, and behaviour are required.
7. School officials have the right and the responsibility to interrupt the presentation with a warning and/or to stop the presentation for any violation of the agreement.
8. This completed form must be on file with the Head Teacher PRIOR to any presentation.
9. Other Provisions:

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Visiting Speaker or Online Speaker Details

Name:

Date of speaking:

Address:

Phone Number:

Company Represented (if any):

Visiting Speaker's Signature:
(I agree to abide by these guidelines)

Date:

For Office Use only

Approved / Rejected

Approved by

Position

Date

Concerns