



Visiting Speakers Policy

June 2025



Visiting Speakers

This policy will be reviewed annually
Policy reviewed: June 2025 (SLT)
Next review: June 2026 (SLT)

Introduction

The school often invites speakers from the wider community to give talks to enrich our pupils' experience. The school recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the school and pupils greatly appreciate the time and effort that visiting speakers put in to their presentations.

The purpose of this policy is to set out the school's legal obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers.

This policy supports the aims and ethos of the Safeguarding Policy and takes into account the Educate Against Hate advice [Hosting Speakers on School Premises](#).

Overview

The *Prevent Duty Statutory Guidance (2023)*, along with *Keeping Children Safe in Education (2024)* expect schools to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised. This policy has therefore been drawn up with regard to the Government's prevent duty guidance and the school's wider safeguarding obligations.

The school's responsibility to pupils is to ensure they can critically assess the information that they receive as to its value, and that such information is aligned to the ethos and values of the school and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School protocol

All requests for outside speakers must firstly be discussed with the Head Teacher.

The school will undertake a risk assessment before agreeing to a visiting speaker attending the school. This will take into account any safeguarding checks considered appropriate in the circumstances and may include a DBS check if relevant. The school may also conduct research on the visiting speaker and/or their organisation, as appropriate.

The school will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's visit. In some cases, the school may also request a copy of the visiting speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance.

At no point, will a visiting speaker be left unsupervised on site whilst pupils are present. Any concerns about the content or nature of the talk should be referred to the Head Teacher immediately.

On arrival at the school, visiting speakers who are not existing parents will be required to show an original current identification document including a photograph (such as a passport or photo card driving license) and

will be asked to sign the Visitors' Book. The visiting speaker will be issued with a visitors' badge and the school's safeguarding card, which they must wear/ keep at all times whilst on school site.

The school will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the school's Data Protection Policy. Plans for a visiting speaker and the completed form (attached) should be given to the head teacher well in advance of the speaker's visit.

If you have any queries regarding this policy, please contact the head teacher.



Checklist for visiting speakers – to be completed and returned to the Head Teacher and EVC Coordinator at least one week prior to visit and saved in [Visitors 2024 -25](#)

	Action	Details
	Details of the arrangements	
1.	Date of presentation	
2.	Name of the staff member responsible for booking visiting speaker	
3.	Name of visiting speaker	
4.	Visiting speaker contact details	
5.	Audience details	
6.	Please confirm that: the <i>Visiting Speaker Policy</i> has been sent to the speaker. The visiting speaker has been made aware of the school's obligations to safeguarding by referring them to the school's <i>Safeguarding Policy</i> on the website.	
	Checklist	
7.	Visiting speaker basic biography, to include speaker's organisation and other affiliations	
8.	Details of presentation to be provided	
9.	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc.)	
10.	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the school's <i>Equality Policy</i> , the ethos of inclusion of the school, British values or any concern in relation to the prevent duty? If such concerns exist, refer the matter to the designated safeguarding lead (DSL).	Yes No (refer to DSL) (Please circle as appropriate)
11.	Parent volunteer communication sent.	
12.	Name of person responsible for supervising the visiting speaker whilst they are on site	

Signed:

Date:

Signed:

Date: