

Guest Speaker/Visitor Policy



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Visitors and guest speakers

The purpose of this policy is to set out the School's obligations when using visiting speakers and what the School expects from visiting speakers. This policy has been drawn up with due regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The 'Prevent' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers, DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

Visitors are welcome to our school and contribute to the life and work of the school in many ways. The learning opportunities and experiences they bring are encouraged and appreciated. They help students to widen their understanding of world and global issues and promote curiosity and inspiration through the sharing of a speaker's experience.

It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, proprietors, visitors and parents and conform to child protection guidelines.

This policy applies to;

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including any peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All proprietors of the school
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors
- This policy applies to all visitors

The protocols

All visiting speakers must have a nominated point of contact at the school (the Organiser).

- Activities are relevant and mapped to schemes of work.
- Activities are matched to the needs of pupils.
- All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event.
- The Organiser will complete the Risk Assessment form (below) and attain permission from the Headteacher.
- The Organiser will ensure the Visiting Speaker Information Form and Visiting Speaker agreement is completed prior to attending.

- Research must be undertaken on the person/organisation to establish whether they have demonstrated extreme views/actions prior to them attending.
- The School can refuse to allow people/organisations to use school premises if it is suspected or proven that they have links to extreme groups or movements.
- Documentation (risk assessment and agreement) of all visiting speakers will be kept. Any information gathered will be kept in accordance with the School's Data Protection Policy.

All visitors

- All visitors to report to a member of the office staff and be asked to sign into the Visitor book
- A member of the office staff will check the identification and issue the visitor with a visitor's badge and share health and safety, fire and personal property information.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Visiting speakers should be accompanied at all times and should not be left unsupervised with pupils at any point.
- School staff have the right and responsibility to interrupt and/or stop a presentation, should it not meet the criteria outlined above.
- After the presentation, an evaluation will be completed by the Organiser state whether the speaker should be booked again in the future.
- On leaving the school, visitors should leave via the school office, sign out of the visitor's book and return their visitor's badge.