

Visiting Speaker Policy

More Than Ed | Independent School

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Responsible Person: Karen Holmes

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1. 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 (Prevent duty guidance: England and Wales, 2023) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or students, 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 students 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 students
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors
- This policy applies to all visitors

2. 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 students.
- 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.

3. 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 students 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.

4. Risk Assessment for Visiting Speaker/Event

Name of the Event and Speaker	Date of the Event
Point of Contact (member of staff organising the event)	
Event type (talk, demonstration to the children, interactive learning etc) Event content	
Confirm that research has been carried out on the Speaker and the organisation they are affiliated to prior to submitting this form (sign and date below)	
Confirm that the Office has been informed of the Speaker in order that they can be added to the School diary (sign and date below)	
Sign and date to confirm that the Speaker has signed the Visiting Speaker Agreement and you have made a copy	Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times.
Agreed by the Headteacher	

Name of the Event and Speaker	Date of the Event
Post Event Evaluation (Content/delivery/student engagement, etc) Would you book again?	

5. Visitor Speaker Information form

Name of Speaker	
Speaker Contact Details	
Date of Proposed Visit	
Point of contact at school	
Purpose of Visit	
Please outline below the information you wish to communicate:	
Please sign below to confirm: That the information you have provided is true and accurate That you agree to the 'Guidelines for Visiting Speakers' below That you will bring valid photo ID (Driving Licence or Passport) with you on the day as proof of your identity	
Signature	Date

6. Guidelines for visiting speakers

In order to safeguard our students, we expect all visiting speakers to read, agree and adhere to the statements below.

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

Please return this form to the point of contact at the school.