



Visiting Speaker Policy

Reviewed by:	Heidi Hoskin, Headteacher
Review Date:	September 2025
Next Review:	September 2027

This policy relates to all pupils in Doubletrees School

This policy is published to parents and prospective parents on the school's website and it is available upon request to parents and prospective parents. Speakers from our wider community are at times invited into schools to give talks to enrich our pupils' experience of school and provide them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues. Speakers are also brought in to work directly with the staff team.

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 was drawn up having had 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, see link below) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised. This policy should be read in conjunction with the School's Safeguarding Policy and Preventing Radicalisation and Extremism Policy.

Note: DfE link: [The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK](#)

Speakers in school

- > All visiting speakers to have a nominated point of contact at the school (the organiser). At Doubletrees School, the organiser is the person arranging the visit to school.
- > The organiser at school must complete the Agreement and Guidelines for Visiting Speakers Form, well in advance of the visit. This should be authorised by the Head teacher or SLT in advance of the visit. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School - in the context of Special Partnership Schools, it is important that clear consideration is given to supporting the pupils in accessing and understanding the information being shared – this will often be reliant on the school based staff team provision of effective AAC and appropriate scaffolding for pupils.
- > The organiser must send a copy of the Guidelines for Visiting Speakers and the Agreement and Guidelines for Visiting Speakers Form to the speaker in advance of their visit.
- > The organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions and are deemed appropriate more broadly. Any evidence of this research should be submitted to the Head teacher/SLT along with the Agreement and Guidelines for Visiting Speakers Form.
- > Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the school's decision will be provided to the person/organisation in writing.

- > The school will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- > Visitors are to provide ID upon arrival at School; the organiser should check this and verify the speaker's identity.
- > The visiting speaker must sign in at Reception where they will be issued with a visitor's badge which they must wear throughout their visit. Before leaving the site, the visiting speaker will be required to sign out at Reception.
- > Visiting speakers are to be always accompanied and are not to be left unsupervised with pupils at any point.
- > In the event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation
- > The organiser will conduct a post-event evaluation of how the visit met the needs of our pupils.

Agreement and Guidelines for Visiting Speakers.

Doubletrees School is committed to safeguarding and promoting the welfare of its pupils and expects all staff, volunteers and visiting speakers to share this commitment.

Name of Visiting Speaker	
Organisation	
Date of proposed visit	
School based organiser	
Named member of school staff responsible for supervision of visitor when on site	

In line with PREVENT guidance, visiting speakers are required to agree to the following terms and conditions;

- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the school.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

For Visitors: I have read these guidelines and agree to abide by them.

	Visiting Speaker	School Organiser
Signature		
Date		