



# Visiting Speaker Policy

For review by the Assistant Headteacher (Safeguarding & Welfare)  
Approved by the Senior Leadership Team

Date of last review: December 2023

Date of next review: December 2025

## Visiting Speakers' Policy

**The Government's 'Prevent' Duty set out that it is now an expectation to have a policy regarding the vetting and monitoring of guests who are visitors to the school and who will speak to groups of students in classes or assemblies.**

*"Specified authorities will need to...[have] robust safeguarding policies in place to identify children at risk...These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised. (Prevent Duty Guidance in England and Wales HM Government July 2015):*

As part of our policy to keep children safe we adopt the following procedures:

- All information about the visiting speaker and the booking process must be recorded on the Visiting Speaker Form (Appendix A).
- The formal procedure for inviting speakers is undertaken, which involves approval by the Headteacher and a clear understanding of why the speaker has been chosen (Appendix A).
- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously (Appendix A).
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented (Appendix A).
- A document for the speaker to read and sign, to ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material (Appendix B)
- An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand (Appendix B)
- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Headteacher (Appendix B).
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification e.g. passport or photo driving license (Appendix B). Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present.
- Visitors must be supervised at all times and not left alone with students (Appendix B).

- If the visiting speaker will undertake regulated activity then the organiser should contact the school's HR officer as soon as possible (Appendix A).
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable (Appendix B).
- After the presentation, an evaluation form should be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future. (Appendix C)
- **Exceptions:** Colleagues employed through B&NES LA such as school nurses or health/welfare advisors are exempt from this policy.

## Appendix A

### Visiting Speaker Form

**(The completed form should be returned to the Headteacher's EA by the School Organiser)**

All information about the visiting speaker and the booking process must be recorded on this Visiting Speaker Form.

Name of school organiser:

Name of Visiting Speaker:

Organisation:

Organisation address:

Telephone Number:

Email Address:

Date when the speaker will be on site on IKB Academy:

Time on the above date when the speaker will be on site at IKB Academy:

Please explain below:

- why this speaker is being invited in to the school,
- what topics will be covered during the talk/presentation.
- what the intended outcome of the visit will be.

- Is the visiting speaker undertaking regulated activity? Y / N

\* A definition of regulated Activity can be found at this link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/522656/Regulated\\_Activity\\_in\\_relation\\_to\\_Children.pdf.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522656/Regulated_Activity_in_relation_to_Children.pdf.pdf)

- If so, has the organiser contacted the school's HR officer as soon as possible? Y / N / NA

If the answer to the above is 'Y', what was the outcome of this meeting?

- Has a variety of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously been taken?

Please list the searches below

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- The visiting speaker has declared that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material. Y / N

I authorise for this speaker to deliver a talk/presentation at IKB Academy based on the information detailed on this form.

Name: (Headteacher)

Signature: (Headteacher)

## Appendix B

### Visiting Speaker Declaration

**(The completed form should be returned to the Headteacher's EA by the School Organiser)**

- I understand that my presentation will be brought to an early end, if the content proves unsuitable
- I understand that I must be supervised at all time and not left alone with students. (The speaker may be exempt from this if the School Organiser confirms that the appropriate checks have been undertaken for 'regulated' activity to take place.)
- I understand that the talks/presentations will not be used to raise funds, without the prior written permission of the Headteacher
- I understand that the speaker will be expected to talk with staff about the content of the presentation before the event; speakers must allow time for this discussion, whether it is on the day or beforehand
- I understand that I must arrive at reception in good time to book in, and must bring suitable identification e.g. passport or photo driving license
- I understand that I must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material. The school's equality policy can be found at this link:  
<https://futuralearning.co.uk/wp-content/uploads/2022/07/Equality-and-Diversity-Policy-Feb-2022-v6.pdf>

Name \_\_\_\_\_ (Guest Speaker)

Signed \_\_\_\_\_ (Guest Speaker)

**Appendix C**

**School Organiser Evaluation Form**

**(The completed form should be returned to the Headteacher's EA by the School Organiser)**

Name of Visiting Speaker: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date when the speaker will be on site on IKB Academy \_\_\_\_\_

Were there any contentious subject areas or comments to be noted from either the recruitment process or the speaker's delivery?

Should this speaker be used again in the future by IKB Academy? Y / N

Name \_\_\_\_\_ (School Organiser)

Signature \_\_\_\_\_ (School Organiser)