Henslow and Evolution School

Visiting Speaker Policy

Rationale:

We often invite speakers from our local and wider community to supplement our teaching and enrich our children's experience of school. Visitors often bring a different perspective and if chosen carefully, can be motivating and inspirational.

The school welcomes a wide range of viewpoints and experiences. Visiting speakers contribute to students' education by providing expertise and lived experience. However, all visiting speakers must support the school's safeguarding responsibilities, uphold British Values, respect protected characteristics under the Equality Act 2010, and contribute positively to students' personal development.

We are very mindful that we have a responsibility to our children to ensure that any information that is shared is aligned to the ethos and values of Henslow and Evolution School, and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. This policy has been drawn up with regard to the Government's Prevent Duty Guidance, DfE Keeping Children Safe in Education (KCSIE), UKCIS guidance "Using External Expertise to Enhance Online Safety Education" and also takes account of the Educate Against Hate advice "Hosting Speakers on School Premises".

This policy also supports compliance with Part 2 and Part 3 of the Education (Independent School Standards) Regulations 2014, including requirements relating to spiritual, moral, social and cultural development, safeguarding and student welfare.

This policy should be read in conjunction with our Safeguarding and Child Protection Policy and SMSC Policy.

Our approach:

Approval is first obtained from the Head Teacher. Once it has been established why the speaker is visiting and what the content of the presentation is:

- The Head Teacher ensures that appropriate checks on the suitability of the person. Checks should consider; publicly available information, professional qualifications where relevant, affiliated organisations, social media presence where proportionate, previous school engagements, safeguarding concerns and extremist or discriminatory content. (see Appendix 1)
- It is useful to invite speakers, where possible, from an established company, charity or other group whose aims are well-documented.
- A risk assessment is carried out prior to the presentation
- The Head Teacher is responsible for reading the presentation material before the day of the actual presentation. Particular consideration will be given to the age, maturity, communication needs, SEND profile and vulnerabilities of the intended audience and that the content is compatible with the learning objectives and does not undermine British values or the ethos and values of the school.
- The head teacher will consider safeguarding implications for virtual sessions and remote learning.
- For online presentations:
  - School staff must remain present throughout.
  - Sessions must use approved school platforms.
  - Private messaging between speakers and students must be disabled.
  - Recordings must not be made without school approval.
  - Contact details must not be exchanged.
- Where concerns arise regarding a proposed speaker, presentation content or associated organisation, the Designated Safeguarding Lead must be consulted before approval is granted.
- The head teacher will inform the visiting speaker of relevant communication needs, sensory requirements, behavioural needs and learning profiles where appropriate and proportionate, in line with

the school's safeguarding and confidentiality policies, to ensure they are appropriately prepared for the session.

- A document (see Appendix 2) 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. The completed booking form, risk assessment, speaker agreement and any presentation materials will be retained in accordance with the school's records retention schedule
- Visiting speakers may not promote commercial products, services or political campaigns without prior written approval from the Headteacher
- Visiting speakers must not seek to promote partisan political views. Where political issues are discussed, students should be offered a balanced presentation of opposing viewpoints.
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification including photo ID. 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
- Visiting speakers should understand that at least one member of staff will be at their presentation and the member of staff will have the responsibility of bringing the presentation to an early end, if the content proves unsuitable
- After the presentation, a brief evaluation may be completed (on the original risk assessment form) 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.
- Once a person has visited a school, future checks will still be carried out but will be proportionate.

Last Reviewed	August 2026
Next review due	August 2027
Reviewed by	Head Teacher

Appendix 1

Visiting Speaker Booking Form

Details of the Arrangements		
Date of presentation/visit:		Person booking visiting speaker:
Name of visiting speaker:		Visiting speaker contact details:
Audience details:		Delivery of the session: in person/online
Checklist		
Checked completed on speaker's biography, organisation and any affiliations.	Y/N	Notes:
Online safety considerations completed		Any recent published reports, statements, speeches etc found online?
Political impartiality reviewed		
Presentation slides reviewed		Please attach notes / PowerPoint slides
Are you satisfied that the content seen in response to the above is not in any way contrary to the school's Equal Opportunities Policy, 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 Head or DSL
Safeguarding concerns identified		
DSL consultation required		
Suitable for age and SEND profile		
Risk assessment completed		
Staff identified to supervise visitor whilst on site		Name of staff member

Signed …… (Head teacher/Deputy Head teacher)

Date …….

Appendix 2

VISITING SPEAKERS' AGREEMENT

At The Henslow and Evolution School, we value visits from outside professionals and external and external agencies to enrich the experiences of our students. In order to safeguard our students, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to students support fundamental British Values and our school ethos and values.
- The presentation must be appropriate to the age and maturity level of the student audience.
- Appropriate dress, language, and behaviour are required at all times.
- 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 and thus aid in disrupting social and community harmony. This includes not being negative about anyone on the basis of a difference (protected characteristic) as outlined in the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).
- The content of the speech/presentation must contribute to preparing students for life in Modern Britain.
- Visiting speakers must maintain confidentiality and must not seek personal information from students beyond that required for the educational purpose of the session.
- Visitors will not take photographs or record any of their presentation, without prior written permissions from the school.
- The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- The visiting speaker must immediately report any safeguarding concerns, disclosures or allegations arising during the session to a member of school staff.
- Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head Teacher.
- Compliance with the School's Equal Opportunities, Prevent and Safeguarding Policies.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read the above guidelines and agree to abide by them.

Signed……. (Visiting Speaker)

Date …….