



The High School  
Leckhampton

## Visiting Speaker Policy

**Reviewing Member of Staff:** Mrs Ali Cox  
**Date updated:** Jan 2026  
**Review Date:** Spring Term 2027

## Visiting Speaker Policy

A visiting speaker is any individual invited to address students in a planned or formal setting – such as an assembly or classroom session – with the aim of sharing ideas, experiences or viewpoints. This may be to widen their understanding of world and global issues or provide motivational inspiration through the sharing of a speaker's experience.

Both the school and pupils greatly appreciate the time and effort that visiting speakers put into their presentations. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the school and British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

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 therefore 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) (<https://www.gov.uk/government/publications/prevent-duty-guidance>) 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 Child Protection and Safeguarding Policy.**

#### **The Protocols are:**

- All visiting speakers to have a nominated point of contact at the school (the Organiser)
- The Organiser at HSL must seek approval from the Headteacher well in advance of the intended visit. They should do this by providing the following information on a suitable proforma:
  - Brief description of the booking, including a clear outline of the presentation to ensure it is appropriate for the age and maturity of the pupils in attendance and does not undermine British values or the ethos and values of the school
  - Contact details and a brief biography of the visiting speaker
  - Name and contact details of the person making the booking
  - Group size
  - Start and end time of the event

The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable; any relevant findings should be shared with the Headteacher or Assistant Headteacher (Community, Enrichment & Personal Development).

The Headteacher may then give provisional authorisation for the speaker to be booked.

- The Organiser must send a copy of the Visiting Speakers' Agreement (*Appendix One*) to the speaker in advance of their visit
- Staff must inform the Visiting Speaker that USB sticks must not be brought into school and that any presentation/material etc should be sent to the organiser in advance
- Staff must refuse to allow people/organisations to attend/be onsite/be on the 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 Visiting Speaker must sign in and out at reception and follow the school's safeguarding procedures. They will receive a 'Visitors' lanyard and HSL's safeguarding leaflet. A member of staff must meet them in reception and take them to the appropriate destination
- The Headteacher's PA 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 to provide photo ID upon arrival at school. The Organiser should check this and verify the speaker's identity
- Visiting speakers are to be accompanied at all times by a member of school staff and are not to be left unsupervised with pupils at any point
- In the unlikely event that the talk/presentation does not meet with the requirements of the Visiting Speaker Agreement, school staff have the right and responsibility to interrupt and/or stop the presentation
- After the presentation, an evaluation should be completed by the Organiser 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 should be proportionate. This evaluation should be passed to the Headteacher's PA who will keep all records pertaining to Visiting Speakers in accordance with the school's Data Protection Policy

## ***Appendix One***

### **Visiting Speakers' Agreement at The High School Leckhampton**

#### **Standards of Behaviour**

We understand the importance of visitors and external agencies in enriching the experience of our pupils. To safeguard our pupils, we expect all our visiting speakers to adhere to the statements below:

- The presentation must be appropriate to the age and maturity level of the pupil audience. Appropriate dress, language, and behaviour are required at all times
- Any messages communicated to pupils must support fundamental British values and the values of The High School Leckhampton. The fundamental British Values are:  

democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Any messages communicated to pupils must be consistent with the ethos of the school, our duties under The Equality Act, and must not marginalise any communities, groups or individuals
- Any messages communicated to pupils must not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies
- All visiting speakers must always be accompanied by a member of staff and a senior member of staff will be present for the presentation/assembly/lesson
- School staff have the right and responsibility to interrupt and/or stop the presentation should there be any violation of this agreement
- Visiting speakers should not have phones or cameras visible in the presence of pupils and should not take any photos or videos of pupils
- Visiting speakers should not have any direct contact with pupils through personal emails, personal mobile phones or social media
- No gifts, including money, should be given out to pupils, unless agreed beforehand with the Headteacher
- Should visiting speakers wish to hand out any cards or leaflets to pupils, these should be checked by the Headteacher or Assistant Head (Community, Enrichment & Personal Development) beforehand
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher

Evaluation will be made to determine the usefulness of the visiting speaker/organisation in relation to the curriculum.

I have read and agree to the above standards of behaviour as a Visiting Speaker to The High School Leckhampton:

**Name:** .....

**Organisation:** .....

**Visiting (Name of staff member):** .....

**Signed:** ..... **Date:** .....

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***Rights Respecting School Statement***

*The contents of this policy have been reviewed taking into account The High School Leckhampton's responsibilities as a Rights Respecting School. In particular, our commitment to the following articles of the Convention of The Rights of The Child:*

***Article 28: (Right to Education):*** *The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.*

***Article 29: (Goals of Education):*** *Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to love peacefully, protect the environment and respect other people.*