

Visiting speakers' policy

thanks to Andrew Hall www.safeguardingschools.co.uk

Consider the inclusion of:

- A formal procedure for inviting speakers, which involves approval by the headteacher and a clear understanding of why the speaker has been chosen
- A list of appropriate checks on the suitability of the person prior to their visit or agreement of their visit, this could include internet searches and/or contacting other schools where the person has spoken previously
- Although not always possible, it is helpful to invite speakers from an established company, charity or other group whose aims are well-documented
- 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 and that they will stick to the agreed content discussed with the school.
- 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
- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the headteacher
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification and be suitably attired. 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 pupils, unless they have confirmed DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

- All information about the visiting speaker and the booking process should be recorded on a suitable proforma
- 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. Once a person has visited a school, future checks should be proportionate.