




Visiting Speaker Policy

Implementation Date: January 2016
Date / Term of last review: Michaelmas Term 2025

This policy applies to the whole school, including EYFS.

This policy is available on the school's website and/or on request from the school office.

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Approval:	Clare Bradbury, Headteacher
Approval Signatory:	
Next Review Date:	Michaelmas Term 2026

For office use only:

Website	Required	✓
Internal Staff purposes only		

1. **Aims and Objectives**

- 1.1. Oakwood School often invites speakers from the wider community to give talks to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that visiting speakers put into their presentations.
- 1.2. 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.
- 1.3. This policy should be read in conjunction with the School's Safeguarding Policy and Behaviour Policy.

2. **Overview**

- 2.1. [The Prevent Statutory Guidance](#) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.
- 2.2. The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such 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.
- 2.3. We will provide the appropriate risk assessments and training required by Martyn's Law. We must consider the Law when planning any event involving more than 100 members of the public (including parents). There are enhanced requirements for any event with an attendance over 800. [DfE guidance 'Protective Security and Preparedness for Education Settings \(April 2025\)](#) will be referred to.

3. **School Protocol**

- 3.1. All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with an appropriate member of the Senior Leadership Team (SLT).
- 3.2. The School will undertake a risk assessment before agreeing to a visiting speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on the visiting speaker and/or their organisation, as appropriate. The School will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.
- 3.3. The School will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's visit. In some cases, the School may also request a copy of the visiting speaker's presentation and/or footage in advance of the session 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.

- 3.4. A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Headteacher and SLT as soon as reasonably practicable after the talk/visit.
- 3.5. Visiting speakers will be supervised by a school employee at all times whilst on the school site. At no point will a visiting speaker be left unsupervised on the School site whilst pupils are present.
- 3.6. On arrival at the School, visiting speakers will be required to sign in electronically, show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign the visitors book. The visiting speaker will be issued with a visitors' badge on a red Oakwood School lanyard which they must wear at all times whilst on school site. Visiting speakers will also be briefed on the School's Safeguarding Policy.
- 3.7. The School will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.
- 3.8. If you have any queries regarding this Policy, please contact Mrs Chrissie Zoltowski, (Designated Safeguarding Lead) and Miss Gemma Halford (Deputy Designated Safeguarding Lead).

Checklist for Visiting Speakers

	Action	Details
1.	Name of the staff member responsible for booking the Visiting Speaker.	
2.	Name of Visiting Speaker.	

3.	Visiting speaker contact details.	
4.	Date of presentation.	
5.	Audience details.	
6.	<p>Confirm that:</p> <ul style="list-style-type: none"> • the Visiting Speaker Policy has been sent to the Visiting Speaker • the Visiting Speaker has been briefed on the School's Safeguarding Policy • the Visiting Speaker has had the appropriate DBS check. 	
7.	Visiting Speaker biography, to include speaker's organisation and other affiliations.	
8.	Details of presentation to be provided.	
9.	Details of research undertaken on visiting speakers (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc).	
10.	<p>Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, safeguarding and behaviour policies, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty?</p> <p>Please circle the response. If no, refer to the DSL immediately</p>	<p>Yes No (refer to DSL)</p>
11.	<p>Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity?</p> <p>If yes, complete 12 below and inform the DSL immediately.</p>	<p>Yes No (refer to DSL)</p>
12.	<p>Enhanced DBS certificate details: (if necessary)</p>	<p>DBS number:</p> <p>Date of issue:</p>

13.	Name of person responsible for supervising the Visiting Speaker whilst they are on site. (Named person to ensure visitor signs in and out electronically)	
14.	Confirm the Risk Assessment form has been completed and a copy provided to the DSL and Bursar.	

Signed -----

Date -----

Countersigned by [SLT Member/Head/DSL]

Signed -----

Date -----