



Visiting Speaker Policy Whole School and EYFS

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds

Date reviewed: August 2025

Date of next review: August 2026

INTRODUCTION

Parsons Green Prep 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.

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 should be read in conjunction with the school's Safeguarding Policy.

OVERVIEW

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-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.

The school's responsibility to pupils is to ensure that they can assess the information they receive is aligned to the ethos and values of the school and to the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

SCHOOL PROTOCOL

All requests for outside speakers must firstly be discussed with the Head. Points 1-10 of the Visiting Speaker Summary must be agreed with the Head before any talk may proceed. Once use of the speaker has been agreed, the member of staff organising the visit will:

- a) obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. The school will request a copy of the Visiting Speaker's presentation in advance of the session to ensure it is appropriate to the age of the pupils participating and does not undermine British values or the ethos and values of the school.
- b) ensure that, on arrival, the Visiting Speaker signs in via the system and is issued with a visitors' photo ID sticker (which they must wear at all times whilst on the school site.)
- c) arrange for the Visiting Speaker to be supervised at all times by a school employee whilst on the school site and, at no point for the speaker to be left unsupervised on the school site whilst pupils are present.
- d) be present during the visit/talk, and will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. The member of staff must be prepared to intervene if the content does not align with the values and ethos of the school and British values.
- e) Before the visit, complete the Visiting Speaker Summary document and forward it to the Head and DSL.



VISITING SPEAKER SUMMARY

	Action	Details
	Details of the arrangements	
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	Cost of talk? Is it chargeable to parents?	
	Checklist	
7	Details of research undertaken on Visiting Speaker	
8	Are you satisfied that the content of the talk is not in any way contrary to the school's Equality and Diversity Policy, the ethos of inclusion of the school, British values or any concern in relation to the Prevent Duty?	Yes No (refer to DSL)
9	Will the Visiting Speaker be left alone with pupils? If yes, complete 10 below and inform the DSL. (Visitor needs to bring documentation on the day)	
10	Name of person responsible for supervising the Visiting Speaker whilst they are on site	
11	After the talk – General Comments	

Signed:.....

Date:..... Teacher organising the Visiting Speaker

Countersigned by:..... (Head)

Date:.....