

Visiting Speakers Guidance

Category:	School policy based on Trust model
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Owner:	Education Executive Team
Version:	1
Status:	Approved
Issue Date:	April 2026
Next Review Date:	April 2029

Version Control

<u>Ver.</u>	<u>Date</u>	<u>Comment</u>
1	06/04/26	

This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

Contents

1. Main heading	Error! Bookmark not defined.
1.1. Subheading	Error! Bookmark not defined.
Appendix X: Heading	Error! Bookmark not defined.

1. Aim of this guidance

Speakers are welcome at Moorcroft school, and it is recognised that they can enhance and enliven experiences for our children and young people. The following are guidelines and expectations of our practice to ensure that our vulnerable children are not exposed to harmful influences or unsuitable ideas.

2. Prior to the visit

There should be a formal procedure for inviting speakers which involves approval by the Head¹ and a clear understanding and explanation of why the speaker has been chosen (Appendix 1).

Appropriate checks on the suitability of the person prior to their visit or agreement of their visit needs to be made by a senior leader in the school. 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.

3. On the day of the visit

There must be a document for the speaker to read and sign on arrival at the school to ensure that they understand they must abide by the school's equality and safeguarding commitments (Appendix 2).

There must have been a conversation between the speaker and a senior leader at the school that makes the speaker aware that 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.

There is an understanding that the speaker will be expected to talk, however briefly, with senior 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 ideally beforehand.

There is an understanding that such talks and presentations will not be used to raise funds without the prior written permission of the Head.

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 enhanced DBS checks.

Visiting speakers should understand that their presentation will be brought to an early end if the content proves unsuitable.

¹ For the purposes of this document Head refers to Headteacher or Head of School/Setting/Satellite as appropriate

All information about the visiting speaker and the booking process should be recorded on a suitable proforma. This could be in the form of an e-mail trail which should be kept by admin staff as a record, or could be on the appendices below.

4. After the Visit

After the presentation, an evaluation form or at the very least a written acknowledgement should be completed which will include feedback from some staff, will note any contentious subject areas or comments, and state whether the speaker could be booked again in the future. Again this should be recorded and could be in e-mail form, to be kept by the admin team.

Once a person has visited the school, future checks should be proportionate.

Appendix 1: Request for prior approval for visiting speakers

Member of staff making request	
Name and role of speaker (including the organisation the speaker represents, if relevant)	
Proposed date of visit	
Brief description of reason for visit and topic of the proposed presentation	
Target audience	
Prior Approval Granted or Denied <i>Please delete/highlight as necessary</i>	Granted / Denied
If denied, reasons for not granting approval	
Signature of senior leader	
Date	

Appendix 2: Agreement and guidelines for visiting speakers

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all students.

Member of visiting speaker	
Organisation (if applicable)	

The Visiting Speaker agrees to the following Terms and Conditions:

1. The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language, and behaviour are
2. required at all times.
3. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head.
4. The presentation must be in compliance with the School's Equal Opportunities and Safeguarding Policies and with the Prevent Duty.
5. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Signature of visiting speaker	
Date	