



SARUM HALL SCHOOL

VISITING SPEAKER POLICY

Date: July 2025
Next Review Due: July 2027
Reviewed by: Head & Bursar

INTRODUCTION

The 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 with experience in a variety of areas.

The purpose of this policy is to set out the School's obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.

The 'Prevent' Statutory Guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers, are suitable and appropriately supervised.

When inviting speakers, the School follows the statutory guidance Keeping Children Safe in Education (KCSIE) with regards to duties of safeguarding and promoting the welfare of the pupils within the School. This policy should be read in conjunction with the School's Child Protection and Safeguarding Policy.

PREPARATION FOR THE VISITING SPEAKER

- All requests for outside speakers (whether from a pupil or school staff) must firstly be discussed with the Head.
- All visiting speakers are to have a nominated point of contact at the School (the Organiser), who will consider the content and risks of the speech in relation to our Prevent Duty.
- The Organiser should check that the work of the visitor or agency is known to them and be considered suitable (in respect of child protection see Children's Act 1989 updated 2004). An internet search and/or informal reference should be taken wherever possible or practicable.
- The Organiser should complete a Visiting Speaker Risk Assessment and submit this to the Head for approval.
- Where the Head invites a speaker and completes the risk assessment, they will pass it on to the Deputy Head for approval.
- The Organiser must ascertain that all information to be communicated by the visitor/speaker is appropriate and lawful. This may include a review of their social media presence. The visitor/speaker should provide clear guidelines outlining the content of their speech and send any screen displays (For example, PowerPoint slides, or video content) in advance for approval.
- The date, time and duration of the session should be confirmed with the visiting speaker and should be communicated to the Office once confirmed.
- Visiting Speakers will be supervised by a member of staff whilst on the school site. At no point will a Visiting Speaker be left unsupervised whilst on School site.
- Arrangements should be recorded in the electronic School diary via the Deputy Head.

THE VISITING SPEAKER'S PREPARATION FOR THE VISIT TO THE SCHOOL

- It is helpful if the speaker outlines their specific expertise.
- Speakers should indicate the aims of the session and give an outline of the talk/discussion with methods, content and approaches.
- Speakers should give clear, accurate and age-appropriate information, taking into consideration the emotional and intellectual levels of the pupils and ensuring that the values of the School and British Values are reflected.
- It is helpful for the speaker or visitor to know what preparatory and follow-up work is intended.

- It should be discussed what resources and equipment will be supplied by the School/speaker.
- It is recommended that there is an opportunity for evaluation after the session and the content discussed between the speaker and the teacher to ensure effective visits in the future.

UPON ARRIVAL AT THE SCHOOL

- The speaker or visitor should arrive at the main School Office where they need to sign into the Visitor Management System.
- They will need proof of identity with them which will be confirmed.
- If they hold a current DBS Certificate, the School should have sight of this.
- The speaker or visitor will be asked to adhere to all school policies in terms of mobile phone use and any applicable fire regulations or first aid, as required during their visit.
- They should be met at the Office by the Organiser.
- The speaker or visitor will wear a Sarum Hall School Visitor badge.
- They must always be accompanied whilst on the School grounds by the Organiser.
- At the end of their visit, they must sign out at the School Office.