



VISITING SPEAKER PROCEDURE

This policy will be reviewed annually or in response to changes in legislation		
Created	September 2022	Compliance Manager
Last Review	October 2022	School Pastoral Leads
Approved	November 2022	Thomas's Principals and Heads
Next Review	September 2023	School Pastoral Leads, Compliance Manager

This Policy applies to all year groups at Thomas's Schools, including the EYFS. Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body.

This Policy should be read in conjunction with Thomas's Safeguarding and Child Protection Policy, Visitor Policy, Curriculum, Teaching and Learning Policy, SMSC Policy, PSHE Policy.

PURPOSE

The School often invites speakers from the wider community to give talks to enrich 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.

It is the School's responsibility to all pupils to ensure that they can critically assess the information they receive and that the 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. This policy supports the aims and ethos of the Safeguarding and Child Protection Policy and takes into account the Educate Against Hate advice [Hosting Speakers on School Premises](#).

This policy applies to all staff involved in organising visiting speakers.

POLICY STATEMENT

The school's responsibility to pupils is to ensure 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 Fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The Counter-Terrorism and Security Act (2015) places a duty on the School to have due regard to the need to prevent people from being drawn into terrorism. The Prevent Duty, along with Keeping children safe in education (September 2022) expect schools to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised. This policy has therefore been drawn up with regard to the Government's prevent duty guidance and the school's wider safeguarding obligations.

GUIDELINES FOR VISITING SPEAKERS

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
4. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause.
6. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
7. External storage devices are not permitted to be used on the School's network.
8. Visiting speakers must send a copy of any presentation/accompanying material to the Visit Organiser prior to their visit.
9. Visiting speakers must bring photographic identification.

RESPONSIBILITIES

- All staff planning to invite visiting speakers have a responsibility to plan such activities in accordance with this procedure.
- The Designated Safeguarding Lead (DSL) has responsibility to ensure the correct checks have been applied before approval is granted for any visiting speaker.

PROCEDURE

- All requests for outside speakers must be approved by the DSL.
- The member of staff organising the visit must complete the Visiting Speaker Form on MSP in advance of the visit.
- This will be automatically emailed to the DSL who can then risk assess the request and make a decision as to whether to give permission. This will take into account an assessment of the educational value, the age appropriateness of the event and any safeguarding checks considered appropriate in the circumstances.
- The school may also conduct research on the visiting speaker and/or their organisation, or arrange a discussion between the speaker and the visit organiser.
- A visit must not be confirmed before the DSL has approved the visit.

- Staff must refuse to allow people/organisations to use school premises if they have links to extreme groups or movements. Justification of the School's decision will be provided to the person/organisation in writing.
- The organiser should ensure that the visiting speaker provides them with an outline of what they intend to cover in advance of their 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.
- **In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, School staff have the right and responsibility to interrupt and/or stop a presentation.**
- Where necessary, visiting speakers may be asked to present their talk remotely. The school will keep a formal register of visiting speakers.

During the visit

- 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 pupils are present.
- Any concerns for the content or nature of the talk should be referred to the school's Designated Safeguarding Lead immediately.
- On arrival at the School, visiting speakers will be required to show an original current identification document including a photograph (such as a passport or photo card driving licence) and sign in.
- The visiting speaker will be issued with a visitors' badge, which they must wear/ keep at all times whilst on school site.
- They will also be provided with information about the School's safeguarding arrangements.

Visiting Speaker Request Form

	Details of the arrangements	
1.	Date of presentation	
2.	Name of the staff member arranging visit	
3.	Name of visiting speaker	
4.	Visiting speaker contact details	
5.	Audience details	
	Checklist	
6.	Please confirm that you have checked the visiting speaker basic biography, including speaker's organisation and other affiliations	
7.	Details of presentation to be provided	
8.	Details of research undertaken on visiting speaker (e.g. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc.)	
9.	Are you satisfied that the content seen in response above is not in any way contrary to the school's Values, the ethos of inclusion of the school, British values or any concern in relation to the prevent duty? If such concerns exist, speak to the designated safeguarding lead (DSL).	Yes No (refer to DSL)
10.	Name of person responsible for supervising the visiting speaker whilst they are on site.	