BICKLEY PARK SCHOOL

Visiting Speaker Policy

Policy Review & Update Process			
Member(s) of SLT responsible for update		Deputy Head Pastoral	
Sub-Committee responsible for review		EDUCATION	
ISBA template policy?		Yes	
Last Updated	May 2026	Updated by	TQ
Last review	September 2024	Next review	July 2027

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CONTENTS

Introduction:..... 3

Overview..... 3

School Protocol..... 3

Checklist for Visiting Speakers..... 4

Introduction:

Bickley Park School ('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 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 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.

School Protocol

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Head/Bursar.

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.

The school will obtain an outline of what the speaker intends to cover in advance of the Visiting Speakers 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.

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 Head as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a school employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present.

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 will be asked to sign the visitors book. The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy.

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.

If you have any queries regarding this Policy, please contact the Bursar or Head.

Checklist for Visiting Speakers

	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.	Confirm that: • the Visiting Speaker Policy has been sent to the Visiting Speaker • the Visiting Speaker has been briefed on the School's Safeguarding Policy	
	Checklist	
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 speaker (i.e., check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc).	
10.	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty? If such concerns exist, refer the matter to the designated safeguarding lead (DSL).	Yes No (refer to DSL)
11.	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity? If yes, complete 12 below and inform the DSL.	Yes (refer to DSL) No
12.	Enhanced DBS certificate details:	DBS number: Date of issue: (registered with DBS update service)

13.	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	
14.	Confirm the Risk Assessment form been completed, and a copy provided to the DSL	
15.	Confirm a copy of this form has been provided to [NAME] for inclusion on the Single Central Register.	

Signed Date

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Countersigned by Head/Senior Leader

Signed Date

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Visiting Speaker Risk Assessment

RISK	LEVEL	CONTROL MEASURES	RESULT	INITIAL
Unvetted speaker with inappropriate content	High	• Require all speakers to be pre-approved by SLT. Conduct thorough background checks. • Review speaker's content in advance. •	Low	

Inadequate supervision during the event	Medium	• Ensure that school staff members are present during the entire event. • Brief staff on procedures to intervene if necessary.	Low	
Speaker deviates from approved content	Medium	• Provide clear guidelines to speakers on what content is appropriate. • Have a designated staff member monitor the presentation. • Pre-approve all materials used.	Low	
Disruption by students or external individuals	Medium	• Implement strict access control to the event/ workshop/ assembly. • Have staff present. • Brief students on expected behaviour.	Low	
Safeguarding concerns (e.g., speaker contacting students' post-event)	High	• Prohibit any unsupervised contact between students and speakers. • Ensure all communications are through the school.	Low	
Cultural or religious insensitivity	Medium	• Review content for potential insensitivities. Share BPS • Safeguarding Handbook.	Low	
Inadequate emergency procedures	Medium	• Ensure all staff and speakers are briefed on emergency procedures. • Have a first aid trained staff member present/ access to Matron. • Check that emergency exits are accessible.	Low	
Technical failures (e.g., AV equipment)	Medium	• Test all equipment before the event. • Have a nominated member of staff as technical support on standby during the event. • Prepare backup equipment if available.	Low	
Unauthorized recording or sharing of content	Medium	• Prohibit unauthorised recording of the event.	Low	
Reputational risk to the school	High	• Carefully select and vet speakers.	Low	