

Visiting Speaker Policy



Drafted by: Alastair Heath-Robinson

Version Number: Approved v1.1

Approved: 28th January 2026

Review Date: 29th January 2028

Signed:

A handwritten signature in blue ink that reads "Ruth Slater".

Chair of Trustees: Ruth Slater

Trust Address:

Prince of Wales Drive
Ipswich
IP2 8PY

Registered in England and Wales, Company Number: 10650092

POLICY FOR ALL STAFF

Use of External Agencies and Speakers

This policy should be read in conjunction with:

- OMAT Safeguarding Policy
- Latest edition of Keeping Children Safe in Education (KCSIE)
- OMAT Equality Statement
- PREVENT Strategy HM Govt.

At our schools we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however, we will positively vet those external agencies, individuals, and speakers who we engage to ensure that they are suitable and properly supervised.

The Headteacher oversees coordinating and vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time. The Visiting Speaker Form (**Appendix 1**) must be completed and signed off in advance of all visits.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum, so we need to ensure that this work is of benefit to our pupils.

Our schools will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school, adheres to the OMAT Equality Statement and does not represent a breach of the Equalities Act 2010 by marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs and age groups of students.

We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore, by delivering a broad and balanced curriculum, augmented using external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability. This will also help pupils to develop critical thinking skills needed to engage in informed debate.

As a school we will undertake the following processes to safeguard our pupils against inappropriate or unsuitable speaking visitors:

- A formal procedure for inviting speakers, which involves approval by the headteacher and a clear understanding of why the speaker has been chosen.
- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously.
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented.
- An understanding that the speaker will be expected to talk with 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 beforehand to ensure that they understand they must abide by the school's equality commitments; 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.
- An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the headteacher.
- Visiting speakers must arrive at reception in good time to book in, and they must bring suitable identification. 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 DBS and third-party background checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- All information about the visiting speaker and the booking process should be recorded in the school diary.
- Once a person has visited a school, future checks should be proportionate.
- If any concerns over the conduct of the speaker or the content of the presentation are raised by the supervising adult, these should be brought to the Headteacher's attention immediately. A review will be carried out of whether future visits will be suitable. The school reserves the right to refuse access to any visitor who it is deemed may present a safeguarding risk to pupils in line with this policy.

Appendix 1.

Orwell Multi Academy Trust

Visiting Speaker/Event Form

Name of the Event and Speaker
Date of the Event
Nature of Event (talk, demonstration to the children, interactive learning etc)
Outline of the Content of the Event
Point of Contact (member of staff organising the event)
Sign and date to confirm that research has been carried out on the Speaker and the organisation they are affiliated to
Sign and date to confirm that the Speaker has signed the Visiting Speakers Agreement
Sign and date to confirm that the Office has been informed of the Speaker in order that they can be added to the School diary
Sign and date to confirm that you agree to ensure that the Speaker is accompanied at all times, whilst on the premises
Agreed by the Head
Date
Post Event Evaluation

Appendix 2.

Orwell Multi Academy Trust

Visiting Speaker Agreement

All visiting speakers to an OMAT school are required to sign in and by doing so, agree to adhere to the following statements to safeguard our pupils:

- Read and adhere to the safeguarding statement and expectations shared with all visitors upon arrival.
- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.
- The content of talks and the media used to support the message, will be agreed with the member of staff organising the talk; and any concerns or clarification needed raised with a member of the Senior Leadership Team. Copies of presentation materials to be used need to be shared with the school prior to arrival.
- If a member of staff requests that the talk is stopped, it must be done so immediately.
- Any information obtained about children, families or others within the school will be kept confidential and not mentioned outside the school or on any social networking sites.
- Any concerns about a child will be shared with member of staff and not with the child's parents or carers or anyone else.
- Mobile phones and other digital devices with photographic or recording functions will not be used in class or around the school.
- Personal phones, cameras and other devices will not be used to photograph children and no photographs will be taken unless instructed by the teacher and using school equipment.
- Visiting speakers will also be accompanied by a member of staff at all times.

Signed: _____ **Date:** _____