



Emanuel School

Visiting Speakers Policy & Procedures

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1. Purpose

Emanuel School regularly invites speakers from the wider community to provide specialist knowledge, talks, presentations and demonstrations to enrich pupils' learning experience and add value to the existing educational provision. 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, the responsibilities of those involved in organising and hosting visiting speakers and the standards of behaviour expected from visiting speakers.

This policy has been drawn up with regard to the Government's *Prevent Duty Guidance, DfE Keeping Children Safe in Education (KCSIE) (September 2024)*, *UKCIS guidance Using External Expertise to Enhance Online Safety Education* and also takes account of the Educate Against Hate advice [Hosting Speakers on School Premises](#).

The policy should be read alongside the school's *Safeguarding and Child Protection Policy*.

2. Policy Statement

The school has a responsibility:

- to ensure that pupils 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.
- to protect pupils from the risk of radicalisation, extremism and being drawn into terrorism.

The school will ensure:

- that the promotion of partisan political views is prohibited and will take steps to ensuring the balanced presentation of opposing views on political issues when they are brought to the attention of pupils, in accordance with the DfE guidance on political impartiality in schools (February 2022).
- that arrangements for visiting speakers are suitably assessed before the visit/webinar takes place and that clear protocols, including those set out in this policy are followed.
- that visiting speakers are suitable and appropriately supervised and do not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- to be mindful of sensitive topic areas and children who may be in vulnerable situations or circumstances.

3. Scope

This policy and its procedures apply to all staff involved in organising and hosting visiting speakers at Emanuel School. Any reference to visits by visiting speakers includes in person/face to face sessions and online webinars.

4. Procedures

4.1 Approval Procedure

- All requests for outside speakers (*be this from a pupil or member of the school's staff*) must be

approved by the deputy head: pupils/designated safeguarding lead (DSL) and the deputy head: co-curricular, admissions and partnerships.

- The member of staff organising the visit or live webinar must be confident about the educational value and age appropriateness of the event as well as the suitability of the external speaker before completing the [visiting speaker form](#) on Firefly; this includes bookings for live talks presented remotely.
- Booking requests will be automatically emailed to the deputy head: pupils/designated safeguarding lead and the deputy head: co-curricular, admissions and partnerships who will 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 vetting/safeguarding checks considered appropriate in the circumstances and may include a DBS check if relevant. The deputy head: pupils/DSL has responsibility to ensure the correct checks have been applied before approval is granted for any visiting speaker.
- As appropriate, the school may conduct an online search on the visiting speaker and/or their organisation to ensure the speaker does not have any link to extremism, such as extremist groups and movements.

4.2 Arrangements Prior to the Visit

The organiser of the visit has the following responsibilities:

- to ensure that the visiting speaker provides them with an outline of what they intend to cover in advance of their visit. In some cases, this may mean to request that 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 development stage of the pupils to be in attendance, compatible with the learning objectives and does not undermine British values or the ethos and values of the school.
- to be mindful that subjects of sensitive topic areas may have a negative emotional impact on pupils who are in vulnerable situations/circumstances.
- to identify and put in place arrangements to ensure that individuals can access and participate in the event including disabled participants. For advice, the school's health and safety officer should be contacted.
- to share links to the following documents:
 - the school's *Visitor Information Leaflet* which includes details of who they should contact if they have a safeguarding concern, the school's emergency procedures and information regarding the security check at arrival.
 - the *Visiting Speaker Consent Form*.
- to consider safeguarding for virtual sessions and remote learning.
- to brief the visiting speaker with sufficient information on specific learning needs or vulnerabilities, in line with the school's safeguarding and confidentiality policies, to ensure they are appropriately prepared for the session.
- to ensure that the visiting speaker has been booked in for the date/time specified on the booking form to avoid any delays upon arrival.
- to add details of the visiting speaker to the school calendar.

4.3 Arrival Arrangements

The speaker will be treated like any other visitor. Upon arrival, 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 register at the gatehouse. The visiting speaker will then be issued with a visitors' badge and the school's safeguarding card, which they must wear/ keep at all times whilst on school site.

The member of staff hosting the visiting speaker must collect the visitor from the security gate, inform them of the school's evacuation procedure (including the role they have to play) and supervise them appropriately whilst on the school site.

Supervising staff should also remind visiting speakers to not take digital images of pupils if permission was not granted prior to the visit.

4.4 Arrangements During the Visit

At no point must a visiting speaker be left unsupervised on site whilst pupils are present.

The content of the presentation/talk must be monitored ensuring that it aligns with the values and ethos of the school and the British values. In the unlikely event that the content falls outside the school's expectations, school staff have the right and responsibility to interrupt and/or stop a presentation/talk. Any concerns for the content or nature of the talk must be referred to the deputy head: pupils/designated safeguarding lead immediately.

4.5 After the Visit

The organiser will evaluate the speaker and the speech as to whether the needs of the school were met and, where appropriate, feedback will be provided to the speaker and/or their organisation.

5. Record Keeping & Data Protection

A formal record of visiting speakers is kept in the pastoral management folder and includes contact details and biography of the visiting speaker, information on the subject matter of the presentations. The record will include details of the visiting speaker's health where it is necessary to protect their health and safety and may also include accessibility arrangements where required.

Any personal data collected, communicated before, during or after the event must be kept in accordance with data protection legislation and the school's data protection policies.

6. Use of Images in School Publications and Social Media

When a visiting speaker or the topic they are covering is particularly noteworthy, the digital content & communications officer may wish to publish information/images about the event prior to as well as following the event. Permission is requested at the time of booking by asking the visiting speaker to complete the *Visiting Speaker Consent Form*.

If following an event, a member of staff submits images for inclusion in the school's newsletter or in social media posts, the digital content & communications officer will check, prior to publishing, that the visiting speaker has given their consent. The same rule applies to the use of pupil images and in line with the school's *Photographic Image and Video Policy*.

7. Live Streaming and Recording of Events

Permission to live stream or record an event must be sought in advance from the visiting speaker. This should be done in writing.

8. Policy Review & Approval

Policy Owner	Deputy Head: Pupils/Designated Safeguarding Lead
Date of last review	October 2024
Approved by	Cabinet: 20 November 2025
Responsible Committee	Pastoral
Date of next review	Summer 2025

9. Related Documents

- Data Protection Policy
- [Educate.Against.Hate – Hosting Speakers on School Premises](#)
- Equal Opportunities Policy (Pupils)



Emanuel School

- Keeping Children Safe in Education (September 2024)
- Photographic Image and Video Policy
- [Prevent Duty Guidance: England and Wales](#) (2023)
- Recruitment Policy
- Safeguarding and Child Protection Policy
- [Using External Expertise to Enhance Online Safety Education](#) (UKCIS September 2022)

Appendix 1: Visiting Speaker Booking Form

Please complete this form on [Firefly](#) which will be sent to the deputy head: pupils and deputy head: co-curricular, admissions and partnerships upon completion.

Details of the Arrangements		
1.	Date of presentation/visit	
2.	Name of the staff member responsible for booking visiting speaker	
3.	Name of visiting speaker	
4.	Visiting speaker contact details	
5.	Audience details	
6.	Delivery of the session (in person/online)	
7.	Please confirm that the visiting speaker has been sent the link to the visitor information on the school website and been prompted to complete <i>Visiting Speaker Consent Form</i> .	YES/NO
Checklist		
8.	Please confirm that you have checked the visiting speaker biography, to include speaker's organisation and other affiliations.	
9.	Details of presentation to be provided	
10.	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.)	
11.	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the school's <i>Equal Opportunities Policy</i> , 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 designed safeguarding lead (DSL).	YES/NO (refer to DSL)
12.	Will the visiting speaker be left alone with pupils and undertaking regulated activity? If YES, please complete 13 below.	YES/NO
13.	Enhanced DBS certificate details	DBS number Date of issue:
14.	Name of person responsible for supervising the visiting speaker whilst on site.	