

Visiting Speakers Policy

Introduction

Kneller Hall School often invites speakers from the wider community to give talks to enrich our pupils' learning experience. The school recognises the enormous benefit gained by pupils from listening to speakers from all walks of life. Both the school and its pupils greatly appreciate the time and effort that visiting speakers put into their presentations.

The purpose of this Visiting Speakers 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 to the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School Protocol – Before the Event

All requests for visiting speakers (be this from a pupil or school staff) must firstly be discussed with the Principal or the Head, after an Event / Calendar Request Form has been submitted. This form and ensuing discussion are the starting point of a risk assessment process, 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 staff member organising the event must complete the Risk Assessment for Visiting Speaker / Event form, and have it agreed by the Principal or Head at least 48 hours before the date of the event. This may include research (internet/google, etc.) on the visiting speaker and/or their organisation, as appropriate.

The organiser will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's arrival. 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.

Once agreed, the organiser should inform the HR Department and request appropriate vetting forms (close supervision form, medical declaration and safer working practice agreement) for completion and complete the Visitor Information Form on RM Unify.

The Principal or Head may cancel or postpone a visit if they have any concerns about the speaker. The school will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

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

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

Procedure on the Arrival of Visiting Speaker at the School

All visiting speakers must report to reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area. At reception, all visiting speakers should explain the purpose of their visit and who has invited them.

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 in as a visitor. Details of the ID will be noted down by the staff member on reception. Reception staff will contact the member of staff responsible for the visiting speaker and will ask them to come to reception to meet them.

Visiting speakers must wear a visitor's badge with a green lanyard (displayed prominently) all the time they are on the premises, and reception staff will draw the visiting speaker's attention to the safeguarding and health & safety notices on the rear of the visitors' badge.

The visiting speaker and the staff member responsible for them will sign their Close Supervision Agreement. This agreement also draws attention to the school's commitment to safeguarding, and stresses that if anything is heard or seen which causes concern, this must be immediately passed on to the Principal or Head.

Visiting speakers should wait in the reception area until they are met by the member of staff to be escorted to their destination. All visiting speakers should be accompanied by a member of staff. Visiting speakers must not be alone with pupils/children. If visiting speakers find they are alone with pupils/children, they should report to a member of staff or reception. Personal information collected from the visiting speaker will be kept in accordance with the school's Data Protection Policy (available on the school website, or in school at the reception).

On departing the school, visiting speakers should leave via reception, signing out of the building, returning their visitor badge and being seen to leave the premises. School reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

The school is required to keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations.

Signed:

A handwritten signature in black ink, appearing to read 'Amy Cavilla', written in a cursive style.

Amy Cavilla
Principal
September 2026