



## HOLMEWOOD HOUSE SCHOOL

*'Kindness, aspiration & self-belief'*

### VISITING SPEAKER POLICY

<b>Policy Holder</b>	Assistant Head Co-Curricular
<b>Date Approved</b>	January 2026
<b>Approval</b>	SLT
<b>Date for next review</b>	January 2027

#### To be read in conjunction with the following documents:

- Safeguarding Information for Volunteers, Visitors, Contractors & External Service Providers
- Visiting Speaker Checklist
- Risk assessment for onsite educational activity

#### INTRODUCTION

Holmewood House School believes in providing a rich and varied curriculum for all; staff often invite speakers from the wider community to give talks to enhance 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 Holmewood House 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.

#### Visiting Speaker Checklist

All requests for outside speakers (whether from a pupil or member of staff) must firstly be discussed with the Assistant Head, Co-Curricular and Deputy Head.

The member of staff hosting the visitor/event needs to complete a Risk Assessment for the visit and the Visiting Speaker Checklist before agreeing to a visiting speaker attending the School which takes into account of:

- any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant.
- background research on the Visiting Speaker and/or their organisation and other affiliations, as appropriate.
- an outline of what the speaker intends to cover in advance of the Visiting Speakers visit. In some cases, staff may 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.

**The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.**

### **Arrangements for the event**

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' lanyard which they must wear at all times whilst on school site. The Visiting Speaker will be given the Visitor Information & Safeguarding Handout at Reception prior to working with the staff and pupils.

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.

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 Assistant Head and Deputy Head as soon as reasonably practicable after the talk/visit.

The School keeps a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

### **Safeguarding Statement**

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. Working in a school means that you need to be aware of safeguarding issues and the need to work in an open and transparent way. Our safeguarding procedures ensure appropriate boundaries are in place to protect the pupils, but also to protect adults from allegations.

If you have any queries regarding this Policy, please contact the Assistant Head Co-Curricular.