



## MANOR HOUSE SCHOOL VISITING SPEAKER POLICY INCL EYFS

Date of Issue: **January 2026**

Date of Review: **January 2028**

Responsibility: **Designated Safeguarding Lead**

### **References:**

Manor House School Child Protection Policy

Prevent Statutory Guidance

Keeping Children Safe in Education (KCSIE)

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### Introduction

Manor House School often invites speakers from the wider community to give talks to enrich our pupil's 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 all Visiting Speakers. This policy should be read in conjunction with the School's Safeguarding Policy as referenced above.

### Overview

Schools are expected 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, KCSIE 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 Procedure

All requests for outside speakers (pupils or staff requests) must firstly be discussed with the Head or Deputy Head. If deemed necessary, 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 will include a DBS and ID 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 Headteacher and/or Deputy Head as soon as reasonably practicable after the talk/visit.

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 their DBS certificate. They will be asked to sign in using the InVentry screen. The visiting speaker will be issued with a visitors' lanyard, which they must wear at all times whilst on school site. Visiting speakers will also be briefed on the School's Safeguarding Policy.

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.

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 HR Department.

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**Position, Designated Safeguarding Lead**