



The Evolution and Henslow School

Visiting Speaker Policy

Rationale:

We often invite speakers from our local and wider community to supplement our teaching and enrich our children's experience of school. Visitors often bring a different perspective and if chosen carefully, can be motivating and inspirational.

We are very mindful that we have a responsibility to our children to ensure that any information that is shared is aligned to the ethos and values of The Henslow and Evolution School, and British Values of democracy, the rule of law, individual liberty and mutual respect of those with different faiths and beliefs. This policy has been drawn up with regard to the Government's Prevent Duty Guidance, DfE Keeping Children Safe in Education (KCSIE) (September 2025), 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". This policy should be read in conjunction with our Safeguarding and Child Protection and SMSC Policies.

Our approach:

Approval is first obtained from the Head or Deputy Head Teacher – once it has been established why the speaker is visiting and what the content of the presentation is;

- The Head or Deputy Head Teacher ensures that appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously are carried out, see Appendix 1.
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented
- A risk assessment is carried out prior to the presentation
- The Head or Deputy Head Teacher is responsible for reading the presentation material before the day of the actual presentation 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.
- The head teacher will consider safeguarding implications for virtual sessions and remote learning.
- The head teacher will 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.
- A document (see Appendix 2) for the speaker to read and sign, 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 Head or Deputy Head Teacher
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification including photo ID. 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 students
- Visiting speakers should understand that at least one member of staff will be at their presentation and they will have the responsibility of bringing the presentation to an early end, if the content proves unsuitable
- After the presentation, a brief evaluation may be completed (on the original risk assessment form) which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future.
- Once a person has visited a school, future checks will still be carried out but will be proportionate.

Last Reviewed	August 2025
Next review due	August 2026
Reviewed by	Head Teacher and Deputy Head Teacher

Appendix 1

Visiting Speaker Booking Form

Details of the Arrangements	
Date of presentation/visit	
Name of the staff member responsible for booking visiting speaker	
Name of visiting speaker	
Visiting speaker contact details	
Audience details	
Delivery of the session (in person/online)	
Checklist	
Please confirm that you have checked the visiting speaker biography, to include speaker's organisation and other affiliations.	YES/NO
Details of presentation to be provided	Please attach notes / PowerPoint slides
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.)	
Are you satisfied that the content seen in response to the above is not in any way contrary to the school's Equal Opportunities Policy, the ethos of inclusion of the school, British values or any concern in relation to the Prevent Duty?	YES / NO If such concerns exist, refer the matter to the Head or DSL
Name of person responsible for supervising the visiting speaker whilst on site	

Signed (Head teacher/Deputy Head teacher)

Date

VISITING SPEAKERS' AGREEMENT

At The Evolution and Henslow School, we value visits from outside professionals and external and external agencies to enrich the experiences of our students. In order to safeguard our students, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to students support fundamental British Values and our school ethos and values.
- The presentation must be appropriate to the age and maturity level of the student audience.
- Appropriate dress, language, and behaviour are required at all times.
- The presentation must not incite hatred, violence or call for the breaking of the law.
- The Visiting Speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- The Visiting Speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony. This includes not being negative about anyone on the basis of a difference (protected characteristic) as outlined in the equality act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).
- The content of the speech/presentation must contribute to preparing students for life in Modern Britain.
- Visitors will not take photographs or record any of their presentation, without prior written permissions from the school.
- The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head or Deputy Head teacher.
- Compliance with the School's Equal Opportunities, Prevent and Safeguarding Policies.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read the above guidelines and agree to abide by them.

Signed..... (Visiting Speaker)

Date