



Falkner House Visiting Speaker Policy

Nursery - Year 6 including EYFS

Introduction

Falkner House ('the School') often invites speakers from the wider community to give talks and presentations to enrich our pupils' experience. The School recognises the enormous benefit that is gained by pupils from having visiting speakers and 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 Falkner House (Safeguarding) Child Protection Policy and Procedure document.

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.

School Protocol

All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Headteacher and Bursar.

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 may include a DBS 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.

Mrs Anita Griggs Principal reviewed 9th October 2025.

Date of next review - no later than 9th October 2026



The School will obtain an outline of what the speaker intends to cover in advance of the 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.

Visiting speakers will be accompanied by a member of staff whilst at Falkner House. At no point will they be left unsupervised whilst pupils are in school. A member of school staff will be present during the visit/talk, and 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 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. They will be asked to sign in to school in the Visitors Book.

Risk Assessment for Visiting Speakers

	Action	Details
	Details of Arrangements	
1	Name of the staff member responsible for booking the visiting speaker	
2	Name of visiting speaker	
3	Date of Presentation	
4	Audience details	
	Risk Assessment	
5	Details of Research undertaken on visiting speaker	
6	Visiting speaker biography, including speaker's organisation and other affiliations	
7	Details of presentation to be provided	

Mrs Anita Griggs Principal reviewed 9th October 2025.

Date of next review - no later than 9th October 2026



8	Any cause for concern in relation to 'Prevent'	
9	Do you consider that there are any circumstances which give rise to any safeguarding concern regarding the visiting speaker	

Signed: _____

Name: _____

Date: _____

Mrs Anita Griggs Principal reviewed 9th October 2025.

Date of next review - no later than 9th October 2026