



Falkner House Visiting Speaker Policy

Nursery - Year 6 including EYFS

This policy has been developed with reference to: **Keeping Children Safe in Education (KCSIE) 2026; The Counter-Terrorism and Security Act 2015 (Prevent Duty); The Prevent Duty Guidance for England and Wales; The Education (Independent School Standards) Regulations 2014; The EYFS Statutory Framework (where applicable).**

Introduction

Falkner House is committed to safeguarding and promoting the welfare of children and expects all visiting speakers and organisations working with the School to share this commitment. All visiting speakers must act in a manner that is consistent with the School's safeguarding procedures, values and ethos.

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.

Roles and Responsibilities

The Headteacher has overall responsibility for approving visiting speakers and ensuring that appropriate safeguarding arrangements are in place.

The Designated Safeguarding Lead (DSL) will provide advice and guidance where safeguarding concerns arise in relation to a proposed speaker or organisation.



Members of staff arranging visits are responsible for undertaking appropriate due diligence, completing the Visiting Speaker Risk Assessment and obtaining approval before the event takes place. All staff present during a visiting speaker session are responsible for monitoring the content delivered and taking appropriate action should any safeguarding concerns arise.

School Protocol

- All proposals to invite external speakers, whether initiated by pupils or members of staff, must be approved in advance by the Headteacher or their delegated representative. The member of staff arranging the visit must ensure that the requirements of this policy have been met before the visit takes place.
- 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. Visiting speakers will normally be supervised at all times and will not require a DBS check solely for delivering a presentation. However, where a speaker may engage in regulated activity or have unsupervised access to pupils, appropriate safeguarding advice will be sought and any required pre-engagement checks will be completed.
- The School may also conduct research on the visiting speaker and/or their organisation, as appropriate. Before confirming a visit, the School will undertake proportionate due diligence to satisfy itself that the speaker and any organisation they represent are suitable to work with children. This may include reviewing publicly available information, online content, social media presence, professional credentials, references and any safeguarding concerns identified through reasonable enquiries.
- 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 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.
- The requirements of this policy apply equally to presentations delivered remotely through online platforms.
- 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.
- Records relating to visiting speakers, including risk assessments, presentation outlines, correspondence, approvals and any safeguarding considerations, will be retained in accordance with the School's Data Protection Policy and Records Retention Schedule.



- Staff organising virtual presentations must ensure that:
 - the identity of the speaker is verified in advance;
 - the online platform is secure and appropriate for educational use;
 - pupils are appropriately supervised throughout the session;
 - content remains suitable for the age and maturity of the audience; and
 - the session can be terminated immediately if safeguarding concerns arise.



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	Has appropriate online and background research been undertaken?
6	Has the speaker been approved by the Headteacher?
7	Has the DSL been consulted where appropriate?
8	Is the presentation age-appropriate for the intended audience?
9	Will pupils have opportunities to ask questions?
10	Is the visit in person or virtual?
11	Are there any safeguarding concerns arising from the proposed presentation?

Signed: _____

Name: _____

Date: _____