

## Visiting Speaker Policy

<b>Person(s) responsible for updating the policy:</b>	Richard Woodland – Director of Safeguarding
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### WeST Vision, Mission and Values

[Westcountry Schools Trust - Our Vision, Mission and Values](#)

### Providing Accessible Formats

If you are unable to use this document and require it in a different format, please contact the Director of Inclusion.

### Purpose

Our school encourages pupils to understand different cultures, faiths, world views and ideologies, appropriate to their age, understanding and abilities. We support our pupils to critically reflect upon different views and actively engage with them in informed, age-appropriate debate. We may use external agencies or speakers to facilitate and support this.

By delivering a broad and balanced curriculum, including PSHE and supported by external sources where appropriate, we strive to ensure our pupils:

- recognise risk
- build resilience to manage any such risk themselves as appropriate to their age and ability
- develop the critical thinking skills needed to engage in informed debate

### Relevant Legislation and Guidance

National legislation and guidance require schools to have robust protocols for vetting and supervising visiting speakers to safeguard pupils and uphold fundamental British values. The Prevent Duty (Counter-Terrorism and Security Act 2015) obliges schools to prevent radicalisation and extremist views, while the Department for Education's statutory guidance, including Keeping Children Safe in Education (KCSIE), sets out safeguarding requirements for all visitors. Schools must also maintain political impartiality and ensure balanced perspectives, as outlined in the DfE's guidance on political impartiality. The Equality Act 2010 further requires schools to promote inclusion and prevent discrimination.

- [Prevent Duty Guidance for England and Wales](#)
- [Keeping Children Safe in Education \(KCSIE\)](#)
- [Political Impartiality in Schools](#)
- [Guidance for Schools on the Equality Act 2010](#)

### Checks on Visiting Speakers

We encourage the use of external agencies or speakers to enrich the experiences of our pupils. However, we will take reasonable steps to vet the external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils. This will include 'Googling' an agency or speaker to check that they are not promoting extremist views online.

Before approaching an external agency or individual will assess their suitability and effectiveness to ensure that:

- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies

- Activities can be properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication
- Activities can be matched to the needs of pupils

Before an external agency or individual delivers content to pupils the member of staff responsible for the event must ensure that they discuss the school's responsibility for safeguarding, including our duty under Prevent to protect pupils from extremism. The member of staff must be assured that the visitor(s) understand this before any content is delivered.

### **Record Keeping**

All external agencies and visitors should complete the proforma (see appendix) before any content is delivered to pupils. Records should be kept securely, for example as part of the school's safeguarding file, in line with data protection principles. These records should be made available on request to demonstrate that the school is fulfilling its duty under Prevent. For example, to members of the WeST school improvement team, LA safeguarding/Prevent officers or Ofsted.

### **Safeguarding during the activity**

All external, visiting speaker will be subject to the DBS checking and safeguarding procedures as set out in the relevant WeST policies. This will include the usual signing-in and supervision procedures for school visitors.

Appendix – Checks on Visiting Speakers

Name(s) of visitors			
Organisation:			
Date(s) of visit			
Description of planned activity			
Description of online checks completed:			
Checks completed by:		Date:	
Note anything to discuss ahead of visit:			
Prevent Duty Declaration:	<p>I agree that the school has discussed with me the content I plan to deliver and that:</p> <ul style="list-style-type: none"> <li>• I will not incite hatred, violence or call for the breaking of the law.</li> <li>• I will not encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.</li> <li>• I will not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.</li> <li>• I will avoid insulting other faiths or groups, within a framework of positive debate and challenge.</li> <li>• I will adhere to the relevant school's policies, e.g. safeguarding and equality</li> <li>• I will not raise or gather funds for any external organisation or cause without the express and written permission of the Headteacher</li> </ul>		
Signed:		Date:	
Counter-signed:		Date:	
Staff Member:			
Role:			

Version History Log

<b>Version</b>	<b>Description of Change</b>	<b>Date of Policy Release by WeST</b>
1	Initial Draft	December 2022
2	Added section on linked legislation and guidance.	December 2025