

Visiting (Guest) Speakers Policy

1. Introduction

- 1.1 Reed's School and Ripley Court School ("the School") regularly invite visiting (guest) speakers from the wider community to give talks that enrich pupils' learning and personal development. The School recognises the significant educational and pastoral value of such visits and greatly appreciate the time and expertise these individuals share.
- 1.2 This policy applies to all pupils across the School, including those in the Early Years Foundation Stage (EYFS). All procedures outlined in this document therefore apply equally to EYFS, with additional consideration given to age- and stage-appropriate content, supervision and safeguarding controls.
- 1.3 The purpose of this policy is to set out the School's legal obligations when engaging visiting (guest) speakers and to define the standards of conduct and supervision expected during such visits.
- 1.4 This policy should be read in conjunction with the relevant School's Safeguarding & Child Protection Policy and the Visitor Access Policy.
- 1.5 All visitors are managed under the Visitor Access Policy first; where a visitor will deliver or present to pupils, this Visiting (Guest) Speakers Policy also applies.

2. Overview

- 2.1 This policy reflects statutory duties under:
 - Keeping Children Safe in Education (2025)
 - Working Together to Safeguard Children (2023)
 - Prevent Duty Guidance (2023)
 - Online Safety Act (2023) and Ofcom media-literacy expectations
 - Equality Act 2010 and Education Act 1996 ss. 406–407 (political impartiality)
- 2.2 The School ensures that all visiting (guest) speakers are suitable, supervised and appropriately vetted, and that all content delivered to pupils is factual, balanced, inclusive, age-appropriate and aligned with the School's ethos and British Values.
- 2.3 For the purposes of this policy, a *visiting (guest) speaker* is any external individual invited by the School to **give talks, run workshops, deliver presentations, lead activities, or otherwise engage with pupils**, whether in person or via an online platform. This definition includes one-off visitors, repeat contributors, remote presenters, and external specialists delivering educational, pastoral or co-curricular content.
- 2.4 This policy applies equally to **in-person** and **online/virtual** visiting speakers. The same vetting, content-checking, supervision and safeguarding requirements apply regardless of format, including additional digital-safety considerations for online sessions (e.g.,

secure platforms, moderated screen sharing, and staff presence throughout).

- 2.5 The Schools' duty is to help pupils critically assess information, recognise misinformation or disinformation (including online content), and value respectful debate consistent with democracy, the rule of law, individual liberty and mutual respect and tolerance.

3. School Protocol

- 3.1 **STEP 1** - All requests for visiting (guest) speakers — whether proposed by staff or pupils — must first be discussed with the DSL and/or a member of SLT to agree the visit in principle. No booking, confirmation, or publicity should occur before this discussion.
- 3.2 **Pre-Booking Vetting Requirement:** Staff must not book, confirm, publicise or formally engage any visiting speaker until the DSL/SLT has agreed the proposal in principle and the School's due-diligence process has begun. This includes:
- prevent and political impartiality checks;
 - reviewing a session outline or draft materials;
 - confirming any DBS requirements or supervision arrangements;
 - completing the Visiting (Guest) Speaker MS Form [Visiting \(Guest\) Speaker MS Form – Updated Version \(2025\) – Fill out form](#)
 - completing the risk assessment [Joint Visiting Speaker Risk Assessment Template.docx](#)

These checks must take place **before any formal engagement** unless the visit has been authorised under the School's short-notice arrangements (see below).

- 3.3 **STEP 2a** - Once agreed in principle (see 3.1 above), staff must complete the Visiting (Guest) Speaker MS Form (see link in 3.2 above), which replaces the previous paper checklist as part of the Pre-Booking Vetting Requirement. This digital form captures all required information, including pre-booking approval, speaker details, content outline, and vetting checks, and is automatically submitted for review by the relevant DSL.
- 3.4 **STEP 2b** - Before confirming a visit, a Visiting Speaker Risk Assessment (see link in 3.2 above) will be completed by the visit approver to determine suitability, supervision, and any vetting requirements (including DBS checks if relevant). The assessment must consider Prevent, political impartiality, online-safety risks and inclusion for pupils with SEND. Once completed, this form must be returned to the relevant DSL.
- 3.5 **STEP 3** - An appropriate online search and background check will be carried out for each speaker and/or their organisation. This search will be carried out by Janice Mustafova (Reed's) or Jo Burnett (Ripley Court). The School will use its best endeavours not to invite anyone linked to extremism, hate speech, misinformation or content contrary to British Values or equality law.
- 3.6 **STEP 4** - Speakers must provide an outline of their session and any materials (e.g. slides, videos, handouts) in advance for age-appropriateness, accuracy and balance. Content must not undermine the School's ethos or British Values and should comply with Online Safety Act requirements on truthfulness and source verification. This must be checked by the person who is hosting the visit.
- 3.7 Where the speaker is not carrying out a formal presentation, for example an elite sportsperson attending as a visitor but then participating in a 'Q and A' type session with

pupils, it is not possible to review content prior to the visit. In arranging this type of visit, hosting staff must be prepared to pause or stop the session if content is unsuitable or raises concerns, as per 3.8 below.

- 3.8 A member of staff will be present throughout the visit to monitor delivery. If content is unsuitable or raises concerns, the staff member must pause or stop the session and report immediately to the DSL and the Headmaster. The incident must be logged on the School's safeguarding system.
- 3.9 Visiting (guest) speakers must never be left unsupervised with pupils. If the activity is regular or constitutes regulated activity, an enhanced DBS with barred-list check is required. Visiting Speakers will be supervised by School staff whilst on School site. At no point will a Visiting Speaker be left unsupervised whilst pupils are present.
- 3.10 **Short-Notice Invitations (Pastoral or Safeguarding Need):** In situations where an urgent pastoral, wellbeing or safeguarding issue arises, the DSL may authorise an accelerated speaker approval within a compressed timeframe (e.g., for a Year Group assembly). Minimum requirements before the session must include:
- DSL approval in principle;
 - basic online vetting of the speaker/organisation;
 - a verbal or written outline of the planned content;
 - confirmation of full staff supervision during delivery.

The rationale for the short-notice decision must be recorded before the session.

All remaining checks (MS Form, full RA, materials review) must be completed within 24 hours afterwards.

- 3.11 On arrival, all speakers must present photo ID (e.g. passport or driving licence) and sign in at Reception. They will be issued with a visitor badge and lanyard and briefed on safeguarding arrangements, including DSL contacts and emergency procedures. All visiting (guest) speakers will be provided with the School's Safeguarding Information for Visitors leaflet (Reed's) or read the equivalent information on InVentry (Ripley Court), which summarises expected conduct, reporting routes, and key safeguarding contacts. Signing in confirms that the speaker has received and read this information. Personal devices must not be used to record images of pupils or staff without explicit permission.
- 3.12 All visiting (guest) speakers will also be reminded of the School's expectations regarding professional conduct, safeguarding boundaries, and online safety. **Where a speaker is not in possession of an appropriate DBS check, they must remain fully accompanied by a member of staff at all times and must not have any unaccompanied access to pupils.** Any concerns arising during or after the visit must be reported immediately to the DSL and recorded on the School's safeguarding system.
- 3.13 The School will maintain a formal register of all visiting (guest) speakers, including contact details, topic covered and risk-assessment outcome. Records will be held securely for a minimum of seven years in line with data-protection requirements. Where relevant, a Personal Emergency Evacuation Plan (PEEP) may be prepared in accordance with the Fire Safety Policy.
- 3.14 **Large-Audience or High-Risk Events:** where a visiting (guest) speaker event involves a large audience (normally over 150 attendees), parents, adults or pupils from other schools, or takes place in a non-standard venue or off-site location, an additional event-

specific risk assessment must be completed. This must cover fire safety, crowd management, emergency evacuation, first aid, supervision ratios, and safeguarding arrangements in line with the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2023, and forthcoming Terrorism (Protection of Premises) Act 2025 (Martyn’s Law) requirements. The DSL and Estates team must be informed, and a nominated event lead must oversee security, supervision, and post-event review. Further information can be found in the Risk Management Policy.

3.15 For queries or concerns about any visit, staff should contact the Designated Safeguarding Lead or the Headmaster.

Compiled by: Designated Safeguarding Lead (RS)	Revision Number 3 (Spring 2026)
Approved by: Executive Headmaster	Next Revision date: Spring 2027

Revision History Table

Revision Number	Section/Paragraph number	Amendments
3 – Spring 2026		Rewritten process and procedures. Updated forms and links.