

# Managing External Speakers Guidance and Procedures

Policy Name: Managing External Speakers	Issue date: Dec 2025	Version No: 2
Status: Approved	Next Review date: Sept 27	Page 1 of 7

## Policy Control/Monitoring

<b>Approved by: (Position in Organisation)</b>	Director of Education
<b>Date:</b>	10.12.25
<b>Accountability: (Position in Organisation)</b>	Assistant Headteacher
<b>Revision Cycle:</b>	Every two years
<b>Brief details of amendments made</b>	Additions of new KCSIE information, change to new format.

## Equality Impact Assessment

This document forms part of Percy Hedley's commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment, pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.

## Version Control Tracker

<b>Version Number</b>	<b>Date</b>
V1	Dec 2023
V2	Sept 24
V3	Dec 2025

Policy Name: Managing External Speakers	Issue date: Dec 2025	Version No: 2
Status: Approved	Next Review date: Sept 27	Page 2 of 7

## Introduction

1.1 The school is committed to creating and embedding a culture of openness to outside speakers to develop the cultural capital of all our students within the school, extend their world within a wide variety of areas of the curriculum and extracurricular activities and develop their understanding of all areas of Preparation for Adulthood.

1.2 This policy is in line with statutory guidance set-out within Keeping children safe in education (publishing.service.gov.uk) and the Prevent Guidance Update 2025.

1.3 It is designed to ensure that all staff, children and parents or carers are aware of the procedure for any visiting speaker who accesses the school.

1.4 For the purposes of KCSIE and this policy, 'children' includes everyone under the age of 18, regardless of their location i.e., both inside and outside of the school.

## 2. Purpose and scope

2.1 The Visiting Speakers Guidance provides the framework for procedures that the school should follow when having an external speaker visit their school to speak to their students. Visiting speakers are very important to enrich the student's experience of school and to support the development of cultural capital and Preparation for Adulthood. Our responsibility is to ensure that any information the students receive is done within a safe environment and that care must be exercised to respect the diverse views and values of all students in our school community. Any information delivered to students at their school must be aligned to and promote the values of the School.

2.2 This policy should also be read alongside:

- Local authority policy
- Prevent Guidance
- Prevent Guidance Update 2025
- Keeping Children Safe in Education

2.3 Employees can request a copy of any additional policies referred to within this policy from their line manager or the DSL team.

## 3 Data Protection

3.1 When managing a concern against a visiting speaker, the school will process personal data in accordance with its data protection policy and relevant data protection legislation. Data collected from the point at which the allegation is received is held securely and accessed by and disclosed to individuals only for the purposes of managing the case.

Policy Name: Managing External Speakers	Issue date: Dec 2025	Version No: 2
Status: Approved	Next Review date: Sept 27	Page 3 of 7

Governing bodies and proprietors should ensure relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the UK GDPR.

This includes:

- being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information, which is sensitive and personal, and should be treated as ‘special category personal data’.
- understanding that ‘safeguarding of children and individuals at risk’ is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. It would be legitimate to share information without consent where: it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent; and, if to gain consent would place a child at risk, and
- for schools, not providing pupils’ personal data where the serious harm test under the legislation is met. \* For example, in a situation where a child is in a refuge or another form of emergency accommodation, and the serious harms test is met, they must withhold providing the data in compliance with schools’ obligations under the Data Protection Act 2018 and the UK GDPR. Where in doubt schools should seek independent legal advice. The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. Paragraph 118-120 of Keeping Children Safe in Education \*The harm test is explained on the Disclosure and Barring service website on GOV.UK

### Staff Reporting a Concern

4.1 Because this is a statutory duty, it is a requirement that all members of staff in school, where they have a concerns – no matter how small, will report them in accordance with this policy.

4.2 If staff have a concern, or they receive a concern about another person working in the school (including supply staff, volunteers, and contracted staff) posing a risk of harm to children, then it must be referred to:

- the Headteacher or the Designated Safeguarding Lead
- If they are not available, then a member of the DSL team.

4.3 Staff need to understand that when sharing a concern that the person who is the subject of that concern will be spoken to in order to gain their account as part of any investigation and to make appropriate records which may then need to be referred to in any subsequent disciplinary proceedings. All staff must remember that the welfare of children is paramount and must report their concerns immediately. Support to those who are anxious about sharing information should be

Policy Name: Managing External Speakers	Issue date: Dec 2025	Version No: 2
Status: Approved	Next Review date: Sept 27	Page 4 of 7

considered where appropriate, including offering assurance that any detrimental behaviour because of information being disclosed will not be tolerated.

5.1 The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form is read fully, signed and dated. This needs to be completed and returned to the school before the presentation can take place.

The form indicates a commitment to the following:

- The speaker must not spread intolerance in the community and thus aid in disrupting social and community cohesion.
- The speaker must not incite hatred, violence or call for the breaking of the law.
- The speaker must not encourage or promote racist, homophobic, transphobic, sexist, ageist or extremist views or promote any acts of terrorism.
- The speaker must seek to avoid insulting any faiths or groups within a framework of positive debate and challenge.
- The speaker must adhere to the school's Dignity and Respect at Work and safeguarding/child protection policies.
- The speaker must send a copy of the presentation / speaking notes to the member of staff prior to the presentation taking place.
- The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal/Head of School.

### 3. Scope

- This policy applies to all The Percy Hedley School Staff.
- This policy applies to all staff working with young people.
- It is the agreed Policy and any deviation by staff from following this policy and supporting procedures and documents may be subject to disciplinary procedures.
- Links to supporting Policy, documents and references are in Section 7

### 4. Definitions

All definitions are stated within the KCSIE and Working together to safeguard children documents.

Policy Name: Managing External Speakers	Issue date: Dec 2025	Version No: 2
Status: Approved	Next Review date: Sept 27	Page 5 of 7

## 5. Principles

5.2 Where the speaker is using a presentation, video or slides the school must request a copy of this before hand to ensure that the are reflective of the school values and British Values as a whole.

5.3 On the day of the visit the procedure should be as follows:

- The visitor should be met at reception, signed in and be issued with a visitors' badge which they must wear at all times.
- A copy of the signed Visiting Speaker Agreement Form should be available at reception and double checked by the member of staff responsible for the visit.
- A staff member should remain with the visitor during the time they are in the school.
- During any presentation at least one member of school staff should be present at all times.
- After the presentation, the speaker should be accompanied to reception in order to sign out and leave the visitors' badge.
- In the unlikely event that the talk/presentation does not meet with the requirements of the visiting speaker agreement, school staff have the right and responsibility to interrupt and/or stop a presentation.
- If any concerns arising during the presentation, these should be reported immediately to a member of the DSL, Safeguarding team and/or the Headteacher.

5.4. The visiting speaker can expect to be treated with the same mutual respect and dignity by staff and students. If the speaker has any concerns in this regard, they should refer to the member of staff in school who has arranged their visit or to the DSL/ Headteacher.

## 6. Monitoring and Compliance

This policy will be reviewed every two year by the Assistant Headteacher . At every review, the policy will be shared with the governing board and will be distributed to staff ti ensure compliance.

## 7. Associated Policies & References

KCSIE

Working together to safeguard children

Part One and Annex B of 'Keeping Children Safe in Education' DfE

Staff Code of Conduct

Whistleblowing policy

Policy Name: Managing External Speakers	Issue date: Dec 2025	Version No: 2
Status: Approved	Next Review date: Sept 27	Page 6 of 7

## VISITING SPEAKERS' AGREEMENT FORM

We are grateful to have a wide range of speakers willing to come into the school to share their thoughts, ideas and experiences with our students. This helps to expand their understanding of the world, develop their cultural Capital and supports their Preparation for Adulthood.

As part of our safeguarding procedures, we ask all visitors to complete, sign and return the form below prior to any presentation being delivered in the school. As a visitor to the school I undertake to agree to the following terms and conditions:

1. The presentation will be age and stage appropriate.
2. Appropriate language and behaviour will be used at all times.
3. The presentation will not spread intolerance in the community and thus aid in disrupting social and community harmony or go against British Values or the school values of Respect, Team Work and Resilience.
4. I will not incite hatred, violence or call for the breaking of the law.
5. I will not encourage or promote racist, homophobic, transphobic, sexist, ageist or extremist views or promote any acts of terrorism.
6. I will seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
7. I will adhere to the school's Safeguarding and Child Protection Policy.\*
8. I will adhere to the school Online Safety Policy.
9. I will send a copy of the presentation / speaking notes to the appropriate member of staff at least one day prior to the presentation taking place. 9. I have read and understood the Visiting Speakers' Policy.\*

Signature.....

Company.....

Date .....

\* All policies can be found on the school's website.

Policy Name: Managing External Speakers	Issue date: Dec 2025	Version No: 2
Status: Approved	Next Review date: Sept 27	Page 7 of 7