

VISITING SPEAKERS POLICY

Date of policy review:	June 2025
Date for review:	September 2026
Lead for review:	Deputy Head Pastoral

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Aim

At Guildhouse School, we welcome visiting speakers who enrich our students' learning and broaden their horizons in line with our values: *Aim High, Work Hard, Be Kind*.

Guildhouse School recognises the value that external speakers bring to the school and its students and seeks to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations, as well as meeting our statutory obligations of the Prevent Duty Guidance published in July 2015 (updated December 2023). This policy operates in conjunction with the school's Safeguarding and Child Protection Policy, ensuring a consistent approach to protecting students and ensures that all external speakers uphold the school's commitment to respectful dialogue, safeguarding, and balanced perspectives, supporting an inclusive and intellectually stimulating environment

The school confirms its commitment to freedom of speech in the school, but this policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff.

The school is committed to ensuring a balance of differing views is achieved across time from our visiting speaker schedule. A record of the speakers and their message is kept by the Assistant Headteacher/DSL.

Definitions

- **Prevent** is the government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms.
- **Extremism** is defined by the UK government as 'vocal or active opposition to fundamental British values and calls for the death of members of our armed forces, whether in this country or overseas'.

Procedure

This policy applies to all guest speakers visiting the school whether the visit has been arranged by a member of staff or students. If a member of staff wishes to organise for a visiting speaker to attend the school, they should liaise with their line manager in the first instance to ensure the procedure is followed correctly. The process is essentially the completion of the checklist in **Appendix 1**. All forms are accessed on SharePoint via [Visiting Speaker Forms](#)

The member of staff organising the event must ensure that there is adequate time to organise the event and ensure that all elements of the checklist are complete, which will include sending the email template (which may be adapted) in **Appendix 2**. Visiting Speakers must have due diligence checks conducted to ensure that the material they are speaking on fits the remit of the school and does not lead to students being at risk of being drawn into potentially controversial, extremist affiliations, terrorism or terrorist ideology. Background checks will include reviewing the speaker's/organisation's website, presentation resources and online presence, for instance via a Google Search or LinkedIn. Parents will be informed in advance when visiting speakers address potentially sensitive or controversial subjects.

The checklist should be completed and submitted for authorisation at least 2 working days before the proposed event. Copies of the checklist should be saved online in a designated area and overseen by the DSL.

Where any visiting speakers or organisations address students, the organiser must ensure that the school has at least one member of staff, who has received Safeguarding and Prevent training, present at the event, to ensure that any extremist views presented at the event can be challenged.

The speaker must be always accompanied and not be left alone with students and to have completed the sign in and out procedures in line with the School's Visitor Policy. The school reception is to be notified of the visit, as well as the Operations team and IT if their assistance is required.

After the presentation, the lead teacher should complete the evaluation in **Appendix 3**. If the content of a presentation raises concerns or prompts significant discussion, a follow-up session with students will be arranged to provide context and address any misunderstandings.

It is advised that the lead teacher saves a copy of this entire document and completes **Appendix 1** and **Appendix 3** within it to keep all the record together in a designated folder.

The visiting speaker programme will be reviewed annually by the Assistant Headteacher to ensure compliance with this policy and the Prevent Duty.

Appendices

Appendix 1: VISITING SPEAKER/ORGANISATION CHECKLIST

Visiting speaker/organisation checklist

Staff Name	
Staff Job Title	

Name of Event			
Date of Event		Room of Event	
Start Time		End Time	
Number of Students			
Topic of the Event			
How will learners' benefit:			

Name of Guests Speaker			
Organisation/Company they represent			
Email contact		Phone number	

Checks to conduct	Completed?
Organisation website checked	
Literature/presentation/resources checked	
Google Search completed for organisation	
Google Search completed for speakers (look at LinkedIn)	
Other checks (if any), please state:	

Approval			
Line Manager (sign):		Date:	
Assistant Head Pastoral (sign):		Date:	



STEP 2: You'll receive AH Pastoral approval email with steps to follow.

STEP 3: Upload details and ensure you complete the [Visitor Speaker Log](#)

STEP 4: Book in London Calendar date with all details and ensure you also book Reception calendar.

STEP 5: Once event has finished, complete Evaluation Form

Appendix 2: TEMPLATE EMAIL TO VISITING SPEAKER/ORGANISATION (Example)

Email subject: Visit to Guildhouse School London on xx/xx/xx

Email content:

Dear X,

Guildhouse School London formally invites you to attend the school on xx/xx/xx from X to X. I send this email on behalf of the DSL/Assistant Headteacher, Jamie Forbes

Please action the following requirements prior to your visit:

- 1. We will need to review all the resources you plan to use at least three working days prior to the presentation/talk/workshop. This may have been discussed already with the lead of the event, X.*
- 2. Please confirm that you have a DBS check or not.*
- 3. The school is committed to safeguarding young people and promoting equality and British Values (Democracy, Rule of Law, Respect and Tolerance, Individual Liberty).*

In your response to this email, please also confirm that you agree with promoting these.

**Please note: a presentation will be brought to an early end if the content proves unsuitable.*

On the day:

- X will be present with you for the duration of the visit, and you will not be unaccompanied at any point. The presentation will be monitored to ensure that it aligns with the values and ethos of the school and British values.*
- Please do not attempt to raise funds of any kind without prior written permission.*
- You will need to report to reception upon arrival and sign-in, please bring ID which will include agreeing to our safeguarding policy. You will then be given a visitors' lanyard. Please arrive 15 minutes before the scheduled time of the presentation.*
- The entrance of the school is 44 Bloomsbury Square, Holborn, London, WC1A 2RA. The nearest tube station is Holborn (central line).*

If you have any questions or queries, please do ask in your response email addressing points 1-3 above.

Kind regards,

X

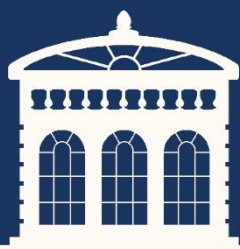
Appendix 3: Evaluation Form

STEP 5: Evaluation Form

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First "Save as" this document in your computer.

Question	Yes/No
Was the presentation what you expected	
Was it pitched at the right level	
Did the student(s) benefit from it	
Was student feedback positive?	
Was the presentation engaging	
Would you invite the speakers back again to do the same presentation	
Did the content align with British Values and the Prevent Duty?	
Were any safeguarding concerns raised during the event?	
Any comments? If "Yes" please provide details.	



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LONDON



Creating tomorrow's change makers.