

VISITING SPEAKERS POLICY

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

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Aim

Guildhouse School London 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 April 2021). This policy operates in conjunction with the school's Safeguarding and Child Protection Policy, ensuring a consistent approach to protecting students.

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. Guildhouse School London is committed to maintaining political neutrality in all educational activities. Visiting speakers must avoid promoting partisan political views and ensure that any political content is presented in a balanced and age-appropriate manner. This expectation is communicated in advance and monitored during the event.

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 Deputy Head Pastoral (DHP).

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

Prior to approval, all proposed visiting speakers must undergo a risk assessment conducted by the organising staff member in consultation with their line manager. This assessment will consider the speaker's background, the sensitivity of the topic, and the suitability for the intended student audience. The checklist in Appendix 1 and Appendix 2 reflects this process and is to be submitted to the DHP/DSL for review.

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**.

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. Where visiting speakers use digital platforms or online resources, they must comply with the school's online safety protocols, including filtering and

monitoring systems. The IT team should be notified in advance to ensure appropriate technical support and safeguarding oversight where necessary.

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 DHP/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 Deputy Headteacher Pastoral to ensure compliance with this policy and the Prevent Duty.

Following each visiting speaker event, student feedback will be gathered to evaluate the impact, relevance, and appropriateness of the presentation. This feedback will be reviewed by the DSL and Deputy Head Pastoral and used to inform future speaker selection and safeguarding practice.

Appendices

Appendix 1: VISITING SPEAKER/ORGANISATION CHECKLIST

STEP 1: PROPOSAL FORM

Visiting speaker/organisation checklist

Staff Name	<input type="text"/>
Staff Job Title	<input type="text"/>

Name of Event	<input type="text"/>		
Date of Event	<input type="text"/>	Room of Event	<input type="text"/>
Start Time	<input type="text"/>	End Time	<input type="text"/>
Is this going to be a recurring event?	Yes	No	
Number of Students	<input type="text"/>		
Topic of the Event	<input type="text"/>		
How will learners' benefit:	<input type="text"/>		

Name of Guests Speaker	<input type="text"/>		
Organisation/Company they represent	<input type="text"/>		
Email contact	<input type="text"/>	Phone number	<input type="text"/>

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



Approval			
Risk Level (delete accordingly)		LOW/MEDIUM/HIGH	
Line Manager (sign):	<input type="text"/>	Date:	<input type="text"/>
Deputy Head Pastoral (sign):	<input type="text"/>	Date:	<input type="text"/>



Appendix 2: TEMPLATE EMAIL TO VISITING SPEAKER/ORGANISATION

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

Dear X

Guildhouse School London invites you to deliver a X talk on [agreed date]. I am sending this on behalf of our DSL/Deputy Head Pastoral, Jamie Forbes.

Please complete the following prior to your visit:

1. Resources review:

Please share all materials you plan to use at least three working days before your presentation for review.

2. Safeguarding, Equality, and British Values:

Confirm that your presentation:

- Supports safeguarding, equality, and British Values (Democracy, Rule of Law, Respect and Tolerance, Individual Liberty).
- Will not include extremist or partisan views.

The presentation may be stopped early if content is deemed unsuitable or inconsistent with the school's values.

3. On the day:

Confirm that you:

- Will be accompanied by X at all times and will not be unaccompanied.
- Will not attempt to raise funds without prior written permission.
- Will follow practical arrangements: sign in at reception, bring photo ID, wear a visitor lanyard, and arrive 15 minutes before your session.

4. General understanding:

Please confirm that you understand the contents of this email, including points 1–3, safeguarding procedures, and practical arrangements. The school address is 44 Bloomsbury Square, Holborn, London, WC1A 2RA. The nearest Tube station is Holborn (Central/Piccadilly Line).

Please respond with confirmations for points 1–4 and any questions you may have.

Thank you.

Appendix 3: Evaluation Form



Visiting Speaker Evaluation Form

Required

1. Speaker's Name *

2. Date of Visit *

3. Topic/Session Title *

Please rate the following

1= Poor 2=Fair 3=Good 4=Very Good 5=Excellent

4. The presentation was engaging and clear *



5. The content was relevant and appropriate for the audience *



6. The speaker encouraged interest, discussion or participation *



7. The session supported the school's values and safeguarding standards *



8. Overall, I found the session valuable *



