

VISITING SPEAKERS POLICY

Date of policy review:	September 2026
Date for review:	September 2027
Lead for review:	Deputy Headteacher Pastoral & Boarding

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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 in accordance with Keeping Children Safe in Education 2026, the Prevent Duty Guidance, the Independent School Standards, and the Department for Education guidance on Political Impartiality in Schools. This policy also 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. Visiting speakers form part of the school's wider safeguarding arrangements. The school recognises that external speakers, whether attending in person or remotely, may present safeguarding, welfare, online safety or political impartiality risks if not appropriately assessed and supervised. This policy applies equally to in-person, virtual and hybrid presentations delivered through video conferencing platforms or pre-recorded content.

Where a visit is conducted remotely, appropriate staff supervision must be maintained throughout, and recordings must not be shared without prior school approval. A record of the speakers and their message is kept by the Deputy Head Pastoral/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

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 Deputy Head Pastoral/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 3**. 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. Where visiting speakers use artificial intelligence generated content, images, video, audio or presentations, materials should be reviewed in advance to ensure accuracy, appropriateness and compliance with safeguarding requirements. Where political issues are discussed, the organising member of staff must ensure that pupils are exposed to a balanced presentation of opposing views, in accordance with Sections 406 and 407 of the Education Act 1996 and DfE Political Impartiality Guidance. High-risk speakers or presentations involving political, religious, ideological, safeguarding-sensitive or potentially controversial topics must be approved by the DSL before confirmation of the visit.

Visiting Speaker Proposal Forms should normally be submitted at least 5 working days before the proposed event. In exceptional circumstances, a shorter timeframe may be authorised by the DSL or Deputy Head Pastoral. Copies of the checklist should be saved online in a designated area and overseen by the Deputy Head Pastoral/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.

Any safeguarding, Prevent, welfare, political impartiality or conduct concerns arising before, during or after a presentation must be reported immediately to the DSL, who will determine any further action required. Visiting speakers are not normally required to undergo DBS checks where they are appropriately supervised and are not engaged in regulated activity. The school will determine on a case-by-case basis whether additional vetting or checks are required.

After the presentation, the lead teacher should complete the evaluation in **Appendix 4**. 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.

Records relating to visiting speakers, including risk assessments, approval forms and evaluations, will be retained for a minimum of three academic years.

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, and policy review.

Appendices

Appendix 1: Visiting Speaker Approval Process and Proposal Form (Microsoft Forms)



[Visiting Speaker Proposal Form – Fill in form](#)



Visiting Speaker Proposal Form

Please complete this first step to the Visiting Speaker process which will then be sent to your line manager, Deputy Head Academic and Deputy Head Pastoral/DSL for review and approval. Please check the Whole School Calendar to ensure any proposed event does not clash with any pre-existing school activity.

* Required

* This form will record your name, please fill your name.

1. Name of Visiting Speaker and Organisation *

2. Previous speaker? *

☐ Yes

☐ No

3. Email contact *

4. Proposed Date *

5. Proposed Time *

6. Audience: Class, Year Group, Number of Students *

7. Topic of Event and How the Students will benefit *

8. Website/social media checked/Google search completed? *

☐ Yes

☐ No

9. Resources reviewed? *

☐ Yes

☐ No

10. Political/religious content? *

☐ Yes

☐ No

11. Sensitive topics? *

☐ Yes

☐ No

12. If you have answered yes to either 9 or 10, please provide more information below

13. Staff member(s) due to supervise *

14. Risk level after initial risk assessment *

☐ High

☐ Medium

☐ Low

Appendix 2: Risk Assessment Template

Speaker Name	
Organisation	
Date of Event	
Audience	
Organising Staff Member	
Approved By (DSL/DHP)	

Risk Assessment Summary

Risk Area	Potential Risk	Likelihood (Low/Medium/High)	Controls Required	Residual Risk (Low/Medium/High)
Safeguarding	Unsuitable contact/content		Staff supervision at all times; no 1:1 access	
Prevent/Extremism	Promotion of extremist views		Due diligence checks and monitoring	
Political Impartiality	Unbalanced political presentation		Balanced viewpoints and staff challenge	

Online Safety	Inappropriate websites/videos		Resources reviewed in advance	
Student Welfare	Sensitive or distressing material		Content review and follow-up support	
Reputational Risk	Association with controversial organisation		Background checks completed	

Likelihood Rating

Rating	Definition
Low	Unlikely to occur. No previous concerns identified through due diligence.
Medium	Could occur. Some sensitivity relating to the topic, organisation or audience.
High	More likely to occur. Significant safeguarding, Prevent, political or welfare considerations identified.

Residual Risk Rating: This is the risk **after controls have been applied**.

Rating	Definition
Low	Appropriate controls in place. Risk acceptable and event may proceed.
Medium	Additional monitoring or controls required. Event may proceed with DSL approval.
High	Risk remains significant despite controls. Event should not proceed or should be reconsidered.

Due Diligence Checklist

☐ Organisation website reviewed

- ☐ Online search completed
- ☐ Social media reviewed where appropriate
- ☐ Presentation/resources reviewed
- ☐ No safeguarding concerns identified
- ☐ No Prevent concerns identified
- ☐ Political impartiality considered
- ☐ Reception and visitor arrangements confirmed

Additional Control Measures

Record any additional actions required before approval.

Approval

DSL/Deputy Head Pastoral/Deputy Head Academic: Approved / Approved with Conditions / Not Approved

Conditions / Notes: _____

Signature: _____ **Date:** _____

Appendix 3: Template Email to be sent 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, diversity and inclusion, and the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.
- Will not include extremist or partisan views.
- Where political issues are discussed, information must be presented in a balanced manner and should not seek to promote a particular political viewpoint or party.
- Any online content, videos, websites or AI-generated materials used during the presentation must be suitable for the age and maturity of the students and comply with the school's safeguarding expectations.
- The presentation may be stopped early if content is deemed unsuitable or inconsistent with the school's values.
- During discussions with students, please avoid seeking personal information from individual students. Any safeguarding concerns disclosed by a student during the visit must be immediately reported to the supervising member of staff.

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 confirm by reply email that you:

- *Have read and understood the expectations outlined above;*
- *Will comply with the school's safeguarding requirements;*
- *Will provide materials for review if requested;*
- *Will adhere to the school's expectations regarding political impartiality and Prevent duty obligations.*

Thank you.

Appendix 4: 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 *



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[illegible]



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