



# THE **GREETLAND** ACADEMY

## Visiting Guest Speakers Policy

<b>Approved by:</b>	LGB		
<b>Responsible department:</b>	SLT		
<b>Last review date:</b>	October 2025	<b>Last reviewed by:</b>	Helen Crowther
<b>Last updated:</b>	October 2025	<b>Last updated by:</b>	Helen Crowther
<b>Next Review Due:</b>	October 2026		

## Introduction

Greetland Academy ('the School') often invites speakers from the wider community to give talks to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that visiting speakers put into their presentations. The purpose of this Policy is to set out the School's legal obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers. This policy should be read in conjunction with the School's Safeguarding Policy and Procedures 2025-26.

## Overview

The Government's Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

The school's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

## Visiting Speaker Protocol

All requests for visits from outside speakers must firstly be discussed and agreed with the Executive Principal. The school will complete a thorough assessment before agreeing to a visiting speaker attending the school - this will take into account any vetting requirements considered appropriate and may include a DBS check (if relevant). The school may also conduct research on the visiting speaker and/or their organisation, as appropriate. The school will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

This assessment is likely to include considerations about:

- How did the school find the speaker?
- Was he/she recommended by a trustworthy person or organisation?
- Is it possible to speak with the visitor/ get information about the visit beforehand?
- Have the school's expectations of the speaker been shared?
- Is the school satisfied, prior to the visit, that the speaker is not in any way contrary to the school's Equality Objectives, its ethos of inclusion, British Values and any concerns linked to the Prevent Duty?
- Will the visitor be left alone with pupils?

The school will obtain an outline of what the speaker intends to cover in advance of the visiting speakers visit. In some cases, the school may also request a copy of the visiting speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the school.

All visiting speakers must sign a visiting speakers agreement (Appendix 1) to confirm that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.

A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Executive Principal or Senior Leadership Team as soon as reasonably practicable after the talk/visit.

On arrival at the school, visiting speakers will be required to show an original current identification document (which includes a photograph) and will be asked to sign into the schools entry system. The visiting speaker will be issued with a visitors' badge which they must wear at all times whilst on the school site and given a 'visitors leaflet' which gives them information on safeguarding and emergency procedures in school. If the visiting speaker does not have an Enhanced DBS they will be accompanied at all times whilst on the school site. Any information gathered will be kept in accordance with the School's Data Protection Policy.

## APPENDIX 1

### GREETLAND ACADEMY - VISITING SPEAKERS AGREEMENT

At Greetland Academy we understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to students support fundamental British Values and our school values.
- The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language, and behaviour are required at all times.
- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
- The content of the speech/presentation must contribute to preparing students for life in Modern Britain.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
- Compliance with the School's Equality Objectives and Safeguarding Policy.

***Please Note: School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.***

TO BE COMPLETED BY THE VISITING SPEAKER	
<p>I confirm I have read these visiting speaker guidelines and agree to abide by them.</p> <p>By signing this visiting speaker agreement you are agreeing to comply with the above statements.</p>	
<b>Name of Visiting Speaker:</b>	
<b>Date:</b>	
<b>Visitors Signature:</b>	
<b>Organisation:</b>	