Visiting Speaker Policy

1. Purpose

Leighton Park School values the enrichment that visiting speakers bring to the educational experience of our students. Speakers provide opportunities to broaden horizons, stimulate discussion, and encourage reflection on moral, social, cultural, and global issues.

This policy ensures that all visiting speakers are appropriately selected, vetted, and supervised so that their presentations:

- Safeguard and protect students.
- Uphold the School's ethos and Quaker values.
- Support the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs; and
- Comply with all statutory safeguarding and Prevent obligations.

2. Scope

This policy applies to:

- All individuals or organisations invited to speak to students, whether in person or remotely.
- All members of staff responsible for arranging, approving, or hosting such events; and
- All Leighton Park School premises and digital platforms used for speaker events.

3. Legal and Regulatory Framework

This policy has been written with due regard to:

- Section 26 of the Counter-Terrorism and Security Act 2015 ("the Prevent Duty").
- Prevent Duty Guidance: for England and Wales (2023).
- Keeping Children Safe in Education (Latest edition).
- Political Impartiality in Schools Guidance (2025).
- Education (Independent School Standards) Regulations 2014.
- Equality Act 2010; and

- The School's Safeguarding and Child Protection Policy, Acceptable Use of IT Policy, and Data Protection Policy.

4. Principles

1. Leighton Park School has a duty to safeguard students and prevent exposure to extremist or inappropriate materials or behaviours.
2. Speakers must never promote extremist ideologies, discriminatory language, or partisan political views that lack balance.
3. All speakers will be subject to appropriate checks, vetting, and supervision.
4. The School reserves the right to refuse, cancel, interrupt, or terminate any event that poses risk to student welfare, safety, or impartiality.

5. Roles and Responsibilities

- **Senior Assistant Head: Community & Wellness**
  - Author of this policy.
  - Approves all visiting speaker requests.
  - Monitors the balance and appropriateness of speaker events across the academic year; and
  - Reports termly to Safeguarding Governor
  - Advises on safeguarding and Prevent considerations.
  - Reviews vetting outcomes and risk assessments.
  - Ensures any concerns are recorded and acted upon.
- **Event Organiser (Staff Member):**
  - Submits the speaker request to the Senior Assistant Head: Community & Wellness for approval.
  - Conducts vetting checks and completes the risk assessment.
  - Acts as the nominated contact for the speaker.
  - Accompanies and supervises the speaker throughout the event.
- **Reception / School Office:**
  - Confirms visitor identity.
  - Ensures visiting speakers acknowledge the School's Acceptable Use of IT Policy via *Inventry* upon arrival.
  - Issues and collects visitor identification badges.

6. Approval Process

1. The organiser must submit a *Speaker Request Form* at least 10 working days in advance.

2. The request must include:
    - Full name and organisation of the proposed speaker;
    - Proposed topic, content outline, and intended learning outcomes;
    - Date, venue, audience, and supervising staff.
3. The Senior Assistant Head: Community & Wellness will review and approve or decline the request, consulting the DSL Team if necessary.
4. No speaker may present without formal approval.

7. Vetting and Risk Assessment

1. The organiser conducts proportionate checks, including:
    - Online searches to identify any extremist, discriminatory, or inappropriate material.
    - Review of the speaker's public statements, affiliations, and prior events.
    - Verification of identity (photo ID required on arrival).
    - DBS status check where unsupervised contact with students might occur.
2. A written **Risk Assessment** must be completed and approved prior to the event. It must consider:
    - Suitability of content for age and audience.
    - Sensitivity of topics (e.g. religion, politics, gender, conflict).
    - Safeguarding, supervision, and Prevent risks.
    - Online platform security (if remote); and
    - Mitigation measures.
3. The completed risk assessment and vetting record must be retained with the speaker register for at least two years in accordance with the Data Protection Policy.

8. Pre-Event Requirements

1. Speakers must confirm in writing that they will:
    - Respect the School's values and Quaker ethos.
    - Uphold British Values.
    - Avoid any partisan political content without balanced presentation.
    - Abide by safeguarding and data-protection requirements.
2. Speakers will sign the **Visiting Speaker Agreement** (Appendix B) prior to delivery.
3. Staff will brief the speaker on arrival, fire procedures, use of technology, safeguarding reporting, and supervision expectations.

9. During the Event

1. The organiser (or nominated staff member) **must accompany the speaker at all times.**
2. Students will not be left alone with any visiting speaker.
3. For large or multi-speaker events (e.g. Careers Fair), supervision arrangements will be detailed in the risk assessment and proportional controls applied.
4. For **remote sessions**, a staff member must be logged in throughout, ensure that chat and breakout functions are appropriately managed, and that no unsupervised communication occurs.
5. The School reserves the right to interrupt or terminate a presentation should content or conduct raise concern.

10. Post-Event Evaluation

1. The organiser completes a short **Post-Event Evaluation Form** assessing:
    - Educational value and student engagement.
    - Whether the presentation met its stated aims.
    - Any concerns or issues raised.
2. The Senior Assistant Head: Community & Wellness reviews evaluations termly and maintains a **Register of Visiting Speakers**.
3. Any safeguarding or Prevent concerns are immediately referred to the DSL Team and recorded in accordance with school safeguarding procedures.

11. Data Protection

All records (approval forms, risk assessments, speaker agreements, evaluations) will be stored securely and retained in accordance with the School's **Data Protection Policy** and UK GDPR.

12. Acceptable Use of IT and Inventry Sign-In

1. All visiting speakers must sign in via *Inventry* upon arrival.
2. As part of this digital sign-in process, speakers acknowledge and agree to comply with the **Leighton Park School Acceptable Use of IT Policy**.
3. The Acceptable Use Policy prohibits unauthorised recording, photography, or sharing of student information or images.
4. Remote speakers must use only School-approved platforms (Google Meet, Zoom, Microsoft Teams) and comply with School data-security requirements.

13. Off-Site or Third-Party Events

When Leighton Park School students attend events hosted by external speakers off site, staff must ensure equivalent safeguarding standards, risk assessment, and supervision are in place.

14. Monitoring and Review

- The Senior Assistant Head: Community & Wellness is responsible for reviewing this policy every two years or sooner if required by legislative or guidance changes.
- A report summarising speaker activity, themes, and any safeguarding concerns will be presented to the Pastoral and Safeguarding Governor's committee on an annual basis, starting Summer 2026.

Author:	Sally Saunders, Senior Assistant Head: Community & Wellness
Sign off:	Luke Walters, Head
Date of last review:	April 2026
Date of next review:	April 2028
Publication:	https://portal.leightonpark.com/login

Agreement and Guidelines for Visiting Speakers

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the 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.

Name of Visiting Speaker	
Company Name or OL	
Name of Leighton Park Staff Organiser	

The visiting speaker agrees to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the pupil audience.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisations that support such acts.
4. 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.
5. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
6. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head.
7. Compliance with the School's Equal Opportunities and Safeguarding Policies is required.
8. The visiting speaker must provide the School with documentation as requested by the School in accordance with statutory guidance and safeguarding requirements
9. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Visiting Speaker's signature:

Date:

Risk Assessment for Visiting Speaker/Event

Please pass this Form to the Senior Assistant Head: Community & Wellness at least 10 working days before the event (with or without the agreement form)

Date of the Event:
Name of Visiting Speaker:
Company Name or OL:
Nature of Event (talk, demonstration to the children, interactive learning, etc)
Year Group(s) involved:
Outline of the Content of the Event:
Staff Organiser Name:
☐ Tick to confirm that research (including an internet search) has been carried out on the Speaker and the organisation they are affiliated to
☐ Tick to confirm that the Speaker has signed the Agreement and Guidelines Form
☐ Tick to confirm that the Deput Head Pastoral's PA has been informed of the Speaker in order that they can be added to the Register of Speakers which will be held in the PA to the Deputy Head Pastoral's Office
☐ Tick to confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises
☐ Tick to confirm that suitable ID, DBS and adherence to School Safeguarding Policy has been received/shown
Agreed by the Senior Assistant Head: Community & Wellness / Senior Deputy Head **Date**
Post Event Evaluation