



S72 VISITING SPEAKER POLICY

Reviewed: Education and Policy Committee

Approved: Full Governing Body

Approved Date: December 2024

Reviewed by E Margrett: November 2025

Next Review Date: November 2026

INTRODUCTION

Westminster Abbey Choir School often invites speakers from our wider community to give talks to enrich our pupils' experience of school, providing them with information which helps them make decisions at different phases of their education, widening their understanding of world and global issues, and providing motivational inspiration through the sharing of a speaker's experience. Both the School and pupils greatly appreciate the time and effort which visiting speakers put in to their presentations.

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 presented is in sympathy with the ethos and values of the School and the tenets of the School, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as "British Values").

The purpose of this policy is to set out the School's obligations when using visiting speakers and what the School expects from visiting speakers. This policy has been drawn up with due regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations. The 'Prevent' statutory guidance (The Prevent Duty Guidance for England and Wales. DfE, 2023, updated March 2024) (<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised. This policy should be read in conjunction with the School's Safeguarding Policy.

The Protocols

- All visiting speakers must have a nominated point of contact at the school (the Organiser).
- All requests for visiting speakers must firstly be discussed with the Headteacher to approve an event to go into the calendar.
- As part of reviewing the request there should be a discussion and completion of a Visiting Speaker Checklist, before agreeing to a visiting speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant.
- For visitors visiting in a professional capacity, we are required by KCSiE to be assured that the visitor has had the appropriate DBS check. If the visitor's employers have confirmed that their staff have appropriate checks, we will not ask to see the certificate but we will seek confirmation from their employer.
- Research must be undertaken by the Organiser on the person/organisation to establish whether they have demonstrated extreme views/actions.
- The Organiser will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's 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.
- The Head may cancel or postpone a visit if they have any concerns about the speaker. **The School will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements prescribed under the Prevent legislation.**
- Visiting speakers will provide photo ID upon arrival at School and details of the ID will be noted down by the staff member on reception and will be retained in the Visitor File.
- Visiting speakers should be accompanied at all times and should not be left unsupervised with pupils at any point.

- 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 Headteacher as soon as reasonably practicable after the talk/visit.

Procedure on the Arrival of Visiting Speaker at the School

- 1) All visiting speakers must report to the School Office and explain the purpose of their visit and who has invited them.
- 2) Visiting speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign in on the School's Electronic sign in system. Details of the ID will be noted down by the staff member in the School Office on the Visitors' File.
- 3) School Office staff will contact the member of staff responsible for the visiting speaker (the Organiser), and will ask them to come to the School Office to meet them.
- 4) Visiting speakers must wear a visitor's ID lanyard (displayed prominently) all the time they are on the premises.
- 5) School Office Staff will provide the Visiting Speaker with a copy of Visitor Information Booklet and talk them through the key elements.
- 6) The visiting speaker and the staff member responsible for them will sign a Close Supervision Agreement. This agreement also draws attention to the School's commitment to safeguarding, and stresses that if anything is heard or seen which causes concern, this must be immediately passed on to the Headteacher. Visiting speakers should wait in the School Office until they are met by the member of staff to be escorted to their destination.
- 7) All visiting speakers should be accompanied by a member of staff. Visiting speakers should not be alone with pupils/children. If visiting speakers find they are alone with pupils/children, they should report to a member of staff.
- 8) The School may also process details of the visiting speaker's health, where necessary, in order to protect their health and safety. Any information gathered will be kept in accordance with the School's Data Protection Policy (available to see on the School website, or in School at the reception).
- 9) On departing the School, visiting speakers should leave via the School Office, sign out of the building, return their visitor badge and be seen to leave the premises. School Office staff will check the 'in/out' records regularly to monitor compliance with these procedures. The School is required to keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations.

Appendix A: Visiting Speaker Checklist and Risk Assessment



Westminster
Abbey
Choir School

Visiting Speaker Checklist and Risk Assessment

Name of Organiser of Visit in School	
Name of Visiting Speaker	
Contact Details	
Date of Proposed Visit	
Purpose of Visit	
Date permission given by Head/ Deputy Head	
Details of research undertaken on the person/organisation to establish whether they have demonstrated extreme views or actions	
Visitor photo ID seen on arrival and ID details noted down for the Visitor File?	
Visitor signed in?	
Visitor Provided with Information for Visitors Leaflet	
Visitor to be closely supervised by:	

Signature of staff member responsible for close supervision	
I understand that I must follow the protocols outlined in the Information for Visitors leaflet and that I will adhere to the Guidelines for Visiting Speakers below. (Signed by Visiting Speaker)	
I have seen a copy of the original photo ID of the speaker and I confirm that it is a true likeness. (Signed by Organiser)	

Guidelines for Visiting Speakers at Westminster Abbey Choir School

The School values visits from speakers who enrich and broaden our pupils' experience and knowledge. They provide them with information which helps them make decisions at different phases of their education, widens their understanding of world and global issues, and provides motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is in sympathy with the ethos and values of the School and the tenets of the School, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as "British Values").

The 'Prevent' statutory guidance (The Prevent Duty Guidance for England and Wales. DfE, 2023, updated March 2024)

(<https://www.gov.uk/government/publications/prevent-duty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the 'Prevent' guidance, visiting speakers are required to agree to the following terms and conditions:

1. The presentation must not incite hatred, violence or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations which support such acts.
3. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
4. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.

5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
6. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of the agreement

All Visiting Speakers will be required to show a copy of photo ID before they commence their talk.