

Policy for Visiting Speakers



Our Mission

*'At SS John and Monica's we learn through the example of Jesus
to love, respect, understand and value each other'*

**SS John and Monica Catholic Primary School is committed to safeguarding and promoting the
welfare and wellbeing of all children.**

Policy owner	Head Teacher / Designated Safeguarding Lead
Approved by	Governing Body
Date updated	September 2026
Review date	September 2027, or sooner if guidance or legislation changes

1. Purpose

Visiting speakers and external organisations can enrich pupils' learning, broaden their experience of the wider world and provide specialist knowledge, inspiration and opportunities for discussion. The school welcomes appropriate visitors whose contribution supports pupils' education, personal development and the Catholic ethos and mission of SS John and Monica Catholic Primary School.

The purpose of this policy is to ensure that all visiting speakers and external agencies are suitable, that their contribution is safe and age-appropriate, and that the school meets its safeguarding, Prevent and political impartiality duties. The school remains responsible for what is presented to pupils during activities that it arranges.

2. Statutory and guidance framework

This policy has been updated with regard to:

- Keeping Children Safe in Education 2026 (KCSIE);
- the Counter-Terrorism and Security Act 2015 and Prevent duty guidance: England and Wales (2023), in force from 31 December 2023;
- sections 406 and 407 of the Education Act 1996 relating to political indoctrination and the balanced treatment of political issues in maintained schools;
- Department for Education guidance on Political impartiality in schools;
- the Equality Act 2010; and
- the Data Protection Act 2018 and UK GDPR.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Prevent Policy and Procedures, Staff Code of Conduct, Online Safety Policy, Equality Policy and visitor/site security procedures.

3. Principles

- The welfare and safety of pupils are paramount.
- Speakers and external agencies must be suitable for the intended audience and purpose.
- Content must be appropriate to pupils' age, maturity, needs and developmental stage.
- No visitor may promote terrorism, unlawful activity, hatred, discrimination or views that undermine fundamental British values.
- Where political issues arise, the school will prohibit the promotion of partisan political views and take reasonably practicable steps to secure a balanced presentation of opposing views.
- The school will respect lawful discussion and differing viewpoints while maintaining its safeguarding, equality, Catholic ethos and curriculum responsibilities.
- Due diligence will be proportionate to the nature of the visit and any identified risk.

4. Scope

This policy applies to visiting speakers, charities, campaign groups, faith representatives, professionals, performers, workshop providers and other external organisations contributing to curriculum, assemblies, collective worship, enrichment, clubs or other pupil activities, whether delivered on school premises or online. It also applies where an external speaker is invited by staff, governors, pupils or another organisation working with the school.

5. Approval and planning

Every visiting speaker must have a named member of staff who acts as organiser and point of contact. No visit should be confirmed until the organiser has completed the school's Visiting Speaker / External Agency Approval Form and obtained approval from the Head Teacher or an authorised senior leader.

Before approval, the organiser must establish:

- the purpose and intended learning outcomes of the visit;
- the speaker's full name, role and organisation, where applicable;
- the proposed audience, date, format and supervision arrangements;
- the topics to be covered and, where appropriate, copies or summaries of presentations, videos, handouts, links and other resources;
- whether any political, controversial, sensitive, safeguarding or Prevent-related issues are likely to arise; and
- whether photography, filming, collection of pupil information, fundraising or follow-up contact is proposed.

6. Due diligence and risk assessment

The organiser must undertake proportionate checks before the visit. A basic online search of the individual and/or organisation should normally be undertaken where appropriate, with greater scrutiny where the subject matter is sensitive, political, controversial or potentially relevant to Prevent. Checks should consider publicly available information, the organisation's stated aims and affiliations, previous work with children or schools, and the suitability of proposed resources.

The school will not work with external agencies that take extreme political positions which undermine fundamental British values, or with speakers or organisations that promote or justify terrorism, serious violence, hatred or unlawful discrimination. A speaker's lawful partisan political views do not automatically make them unsuitable; however, the school must ensure those views are not promoted to pupils and that political issues are presented in a balanced way.

Where concerns are identified, the Head Teacher/DSL will decide whether the risk can be mitigated through changes to content, additional context, closer supervision or follow-up teaching, or whether the visit should not proceed. The rationale should be recorded.

7. Political impartiality

The school must not promote partisan political views to pupils. When political issues are brought to pupils' attention, including by an external speaker, reasonable and proportionate steps will be taken to ensure a balanced presentation of opposing views. Balance does not require equal time for every viewpoint, but pupils should receive a fair and dispassionate account appropriate to their age.

- External speakers must not recruit pupils to political campaigns, encourage them to sign petitions, distribute partisan campaign material or otherwise seek to engage pupils in political activity.
- Where a speaker or organisation holds partisan political views, these should be identified in advance and the school should agree appropriate boundaries for the session.
- If a relevant partisan view is expressed, staff may provide context before, during or after the session so pupils understand that the view is contested and encounter other legitimate perspectives.
- For primary-aged pupils, the school will consider carefully whether children are developmentally able to understand the contested nature of political views before allowing such views to be expressed.

8. Prevent duty and safeguarding

The school's Prevent duty forms part of its wider safeguarding responsibilities. Current Prevent guidance requires schools to have clear protocols to ensure visiting speakers are suitable and appropriately supervised. Any concern that a speaker, resource or organisation may encourage terrorism, radicalisation or support for terrorism must be referred to the DSL/Prevent Lead before the visit proceeds.

If concerns arise during a visit, staff must act immediately in accordance with safeguarding procedures. This may include challenging or stopping the session, removing pupils, informing the DSL and recording the concern. Where there is an immediate risk of harm or suspected criminal activity, emergency procedures will be followed.

9. Safeguarding checks, DBS and supervision

A visiting speaker does not automatically require a DBS check simply because they are speaking to pupils. The need for any DBS check will depend on the nature, frequency and circumstances of the activity and whether it amounts to regulated activity. The school will apply KCSIE and its safer recruitment/visitor procedures when determining what checks are legally permitted and required.

Unless the school has established that alternative arrangements are appropriate under its safeguarding procedures, visiting speakers will be supervised by a member of school staff and will not be left alone with pupils. The member of staff remains responsible for the class or group throughout the session.

10. On arrival and during the visit

- The visitor must report to the school office/reception and provide appropriate proof of identity where requested.
- The visitor must sign in, wear the visitor identification issued by the school and sign out when leaving.
- The organiser or another designated member of staff will meet the visitor and confirm the agreed purpose, content and safeguarding expectations.
- The visitor must follow school safeguarding, health and safety, behaviour, confidentiality, photography and data protection requirements.
- Staff should remain present, attentive and able to intervene. A visit must be interrupted or stopped where content becomes unsafe, unlawful, discriminatory, materially different from what was agreed, promotes partisan political views without appropriate balance, or otherwise breaches this policy.

11. Materials, online content, photography and data

Resources supplied by external speakers must be reviewed in advance where reasonably practicable. Links, QR codes, videos and online resources should be checked for suitability and should not direct pupils to inappropriate, extremist or partisan campaign content. Visitors must not collect pupils' personal information, contact details, images or recordings unless this has been expressly approved in advance and is managed in accordance with the school's data protection and safeguarding arrangements.

12. Fundraising and promotion

Visiting speakers must not raise or collect money, promote commercial services, distribute promotional material or seek donations for an external organisation or cause without prior approval from the Head Teacher. Any approved fundraising must comply with school procedures and must not be used to involve pupils in partisan political activity.

13. After the visit

The organiser should consider whether the visit achieved its intended outcomes and whether any issues require follow-up. Where a speaker has presented an unbalanced account of a political issue, staff should take reasonable and proportionate steps to correct this through further teaching or discussion. Any safeguarding or Prevent concern must be recorded and referred to the DSL. Significant concerns about an external organisation may also be shared appropriately with the local authority, safeguarding partners or wider school network.

14. Record keeping and data protection

The school will keep an appropriate record of visiting speakers and approval decisions. Personal information and due-diligence records will be processed and retained in accordance with the school's Data Protection Policy, privacy notices and retention arrangements. Only information that is relevant and proportionate should be recorded.

15. Roles and responsibilities

- Head Teacher: has overall responsibility for approving higher-risk visits and ensuring this policy is implemented.
- DSL/Prevent Lead: advises on safeguarding and Prevent concerns and determines appropriate safeguarding action or referral.
- Organiser/named staff contact: completes due diligence, agrees content, obtains approval, briefs the speaker and ensures appropriate supervision and evaluation.
- All staff: remain vigilant during external sessions and report safeguarding concerns immediately.
- Governing Body: provides appropriate oversight of the school's safeguarding and Prevent arrangements.

16. Monitoring and review

This policy will be reviewed annually and sooner where legislation, statutory guidance, local safeguarding arrangements or identified risks change.

Appendix 1 - Visiting Speaker / External Agency Approval and Agreement Form

SS John and Monica Catholic Primary School is committed to safeguarding and promoting the welfare of its pupils and expects visiting speakers and external organisations to share this commitment.

Name of visiting speaker	
Organisation / role	
Date and time of proposed visit	
Named staff organiser	
Staff member supervising	
Audience / year group(s)	
Purpose and intended learning outcomes	
Summary of proposed content / topics	
Resources, links, videos or handouts reviewed	
Any political / controversial / sensitive issues?	
Any Prevent or safeguarding considerations?	
Photography / filming / pupil data proposed?	
Fundraising / promotion proposed?	
Due diligence completed - summary / evidence	
Risk mitigation or additional arrangements	
Head Teacher / authorised senior leader decision	

Agreement for visiting speaker / external agency

I understand and agree that:

- my contribution will follow the content and purpose agreed with the school and will be appropriate for the age and developmental stage of pupils;
- I will not encourage, glorify or promote terrorism, serious violence, unlawful activity, hatred or discrimination;
- I will not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs;
- I will not promote partisan political views to pupils or seek to recruit pupils to political activity, petitions or campaigns;
- I will follow any direction from school staff about political balance, sensitive issues or material that should not be used;

- I will comply with the school's safeguarding, confidentiality, photography, online safety, data protection and health and safety requirements;
- I will not collect pupil information, take photographs/recordings, promote services or raise funds unless this has been expressly approved in advance;
- I understand that school staff may interrupt or stop the session if these expectations are not met; and
- I will provide proof of identity on arrival if requested and will follow the school's signing-in and visitor identification procedures.

	Visiting Speaker	Named Staff Contact	Head Teacher / Authorised Leader
Signature			
Print name			
Date			