

Policy Name: Managing External  
Speakers

Issue date: Sept 24

Version No: 2

Status: Approved

Next Review date: Sept 26

Page **1** of **7**



## Introduction

1.1 The school is committed to creating and embedding a culture of openness to outside speakers to develop the cultural capital of all our students within the school, extend their world within a wide variety of areas of the curriculum and extracurricular activities and develop their understanding of all areas of Preparation for Adulthood.

1.2 This policy is in line with statutory guidance set-out within Keeping children safe in education (publishing.service.gov.uk) and the Prevent Guidance Update 2023.

1.3 It is designed to ensure that all staff, children and parents or carers are aware of the procedure for any visiting speaker who accesses the school.

1.4 For the purposes of KCSIE and this policy, 'children' includes everyone under the age of 18, regardless of their location i.e., both inside and outside of the school.

## 2. Purpose and scope

2.1 The Visiting Speakers Policy provides the framework for procedures that the school should follow when having an external speaker visit their school to speak to their students. Visiting speakers are very important to enrich the student's experience of school and to support the development of cultural capital and Preparation for Adulthood. Our responsibility is to ensure that any information the students receive is done within a safe environment and that care must be exercised to respect the diverse views and values of all students in our school community. Any information delivered to students at their school must be aligned to and promote the values of the School.

2.2 This policy should also be read alongside:

- Local authority policy
- Prevent Guidance
- Prevent Guidance Update 2023
- Keeping Children Safe in Education

2.3 Employees can request a copy of any additional policies referred to within this policy from their line manager or the DSL team.

## 3 Data Protection

3.1 When managing a concern against a visiting speaker, the school will process personal data in accordance with its data protection policy and relevant data protection legislation. Data collected from the point at which the allegation is received is held securely and accessed by and disclosed to individuals only for the purposes of managing the case.

Policy Name: Managing External Speakers	Issue date: Sept 24	Version No: 2
Status: Approved	Next Review date: Sept 26	Page 3 of 7

Governing bodies and proprietors should ensure relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the UK GDPR.

This includes:

Policy Name: Managing External Speakers	Issue date: Sept 24	Version No: 2
Status: Approved	Next Review date: Sept 26	Page 4 of 7

considered where appropriate, including offering assurance that any detrimental behaviour because of information being disclosed will not be tolerated.

5.1 The member of staff responsible for booking the speaker must ensure the Visiting Speaker Agreement Form is read fully, signed and dated. This needs to be completed and returned to the school before the presentation can take place.

The form indicates a commitment to the following:

- The speaker must not spread intolerance in the community and thus aid in disrupting social and community cohesion.
- The speaker must not incite hatred, violence or call for the breaking of the law.
- The speaker must not encourage or promote racist, homophobic, transphobic, sexist, ageist or extremist views or promote any acts of terrorism.
- The speaker must seek to avoid insulting any faiths or groups within a framework of positive debate and challenge.
- The speaker must adhere to the school's Dignity and Respect at Work and safeguarding/child protection policies.
- The speaker must send a copy of the presentation / speaking notes to the member of staff prior to the presentation taking place.
- The visiting speaker is not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal/Head of School.

### 3. Scope

- This policy applies to all The Percy Hedley School Staff.
- This policy applies to all staff working with young people.
- It is the agreed Policy and any deviation by staff from following this policy and supporting procedures and documents may be subject to disciplinary procedures.

Policy Name: Managing External Speakers	Issue date: Sept 24	Version No: 2
Status: Approved	Next Review date: Sept 26	Page 5 of 7



Policy Name: Managing External  
Speakers

Issue date: Sept 24

Version No: 2

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