



VISITING SPEAKERS POLICY

Previous Date of Policy	September 2024
Reviewer(s)	Assistant Principal Academic
Approved by	Principal September 2025
Review by Date	January 2027

Roles and Responsibilities:

Principal	Dr Ian Gross
Assistant Principal Academic	Ms Rebecca Champion
Designated Safeguarding Lead (DSL)	Mr Martyn Rogers
School Reception	Ms Vivian Lee / Ms Jenna Richards

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INTRODUCTION

AIM

The Worthgate School recognises the value that external speakers bring to the School and its students, and seeks to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations, as well as meeting our statutory obligations of the Prevent Duty Guidance (2023).

The School confirms its commitment to freedom of speech in the School, but this policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff.

DEFINITIONS

Prevent is the government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms.

Extremism is defined by the UK government as 'Vocal or active opposition to fundamental British values and calls for the death of members of our armed forces, whether in this country or overseas'.

PROCEDURE

This policy applies to all guest speakers visiting the School, whether the visit has been arranged by a member of staff or students.

Organisers of a visiting speaker or event should, in advance of the event, complete the checklist which includes consideration of the speaker(s) and content of any presentation and the potential audience to whom it is intended to be delivered. The checklist is available in **Appendix 1**.

Visiting Speakers must have due diligence checks conducted to ensure that the material they are speaking on fits the remit of the School and does not lead to students being at risk of being drawn into terrorism or terrorist ideology. Where a speaker or organisation requests to come to the School to speak to students and / or staff, the member of staff who is contacted, or the member of staff who leads the event, should complete the checks.

Appendix 1.

The checklist should be discussed with the organiser's Line Manager prior to confirmation of the visiting speaker. If the Line Manager has concerns about the speaker's content, or any other aspect of the event, s/he should discuss concerns with the School's the Designated Safeguarding Lead.

The checklist should be completed and submitted for authorisation at least 5 working days before the proposed event.

Copies of the checklist should be held by the Assistant Principal Academic, the organiser's Line Manager, and a copy lodged at the School Reception in advance of the event.

Where any visiting speakers or organisations address students, the organiser must ensure that the School has at least one member of staff, who has received Safeguarding and Prevent training, present at the event, to ensure that any extremist views presented at the event can be challenged.

The speaker must be accompanied at all times and not be left alone with students and to have completed the sign in and out procedures.

APPENDIX 1

Visiting Speaker/Organisation Checklist

Staff Name:		Department:	
Number of Students Attending:			
Age of Attendees: (select all that apply)	13-15 ☐	16-18 ☐	19+ ☐
Name of Guest Speaker(s) and organisation they are representing:			
Address of Organisation:			
Telephone Number:		Email:	
Background checks – are there any matters that require further investigation / action? Supply brief discussion.			
Checks to carry out	Done?		
Website Checked			
Printed Literature Checked			
Resources to be Presented			
On-line Search Completed			
Other Schools Recommended			
Other Checks, Please State:			
Topic of the event:			
How will learners benefit:			
Date of Event:		Room of Event:	

Approval

Line Manager (sign):		Date:	
Assistant Principal Academic (sign):		Date:	

1. Complete all boxes and ensure that you have signed the form
2. Forward to the relevant Assistant Principal and/or your Line Manager
3. When complete, this form must be forwarded to the Assistant Principal Academic for record keeping