



ST. JOSEPH'S COLLEGE
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Visiting Speakers Policy

Policy Owner AH (W&S)	Associated documents 	Legal Framework The Prevent statutory guidance (https://www.gov.uk/government/publications/prevent-duty-guidance) Keeping Children Safe in Education (2025)
Review by SLT	Review frequency Annually	Next Reviewed date September 2028



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Visiting Speakers Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

Introduction

St Joseph's College often invites speakers from the wider community to give talks to enrich our pupils' experience. The College recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the College and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The purpose of this policy is to set out the College legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers.

This policy should be read in conjunction with the College Safeguarding Policy.

Overview

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. Keeping Children Safe in Education (2025) paragraph 308 states that:

'School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.'

The College responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the College and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

College Protocol

All requests for outside speakers (be this from a pupil or College staff) must firstly be discussed with the Assistant Head (Wellbeing & Safeguarding).

The member of staff arranging the visit will complete the Checklist for Visiting Speakers and give this to the DSL, before agreeing to the speaker attending the College. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The College may also conduct research on the Visiting



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Speaker and/or their organisation, as appropriate, for example google searches. The College will not use a Visiting Speaker where any link is found to radicalisation or extremism, such as extremist groups and movements.

The College will obtain an outline of what the speaker intends to cover in advance of the Visiting Speakers visit. In some cases, the College 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 College.

A member of College 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 College and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that College staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to Head, one of the College Deputy Heads or the Assistant Head (W&S) as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a College employee whilst on College site. At no point will a Visiting Speaker be left unsupervised on College site whilst pupils are present.

On arrival at the College, 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 the visitors' book. The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on College site. Visiting Speakers will also be briefed on the College Safeguarding Policy.

A copy of the Checklist for visiting speakers will be given to the DSL for inclusion with the Single Central Register. Any information gathered will be kept in accordance with the College Data Protection Policy.