



VISITING SPEAKER POLICY

Responsible: Governing Body

Agreed: September 2025

To be reviewed: (or earlier if legislation changes)

Reviewed:

1. Purpose

St. Peter & St. Paul CE Primary School welcomes visitors who enrich the educational experiences of our children. Visiting speakers can offer valuable insights, inspire curiosity, and provide expertise that supports our Christian vision and values of **courage, respect, and compassion**. This policy sets out the school's approach to ensuring that all visiting speakers contribute positively, safely, and appropriately to school life.

2. Aims

This policy aims to:

- Ensure visiting speakers provide learning opportunities that support the school's ethos and values.
- Safeguard children from inappropriate, extremist, or divisive views.
- Provide staff and governors with clear procedures for inviting, approving, and monitoring visiting speakers.
- Ensure compliance with the school's safeguarding, Prevent Duty, and equality responsibilities.

3. Scope

This policy applies to all individuals invited to speak to pupils during lessons, assemblies, enrichment activities, or special events.

4. Roles and Responsibilities

- **Headteacher:** Has final approval of visiting speakers and overall responsibility for safeguarding.
- **Staff:** Must ensure visitors are supervised, appropriately prepared, and evaluated after the visit.
- **Visiting Speakers:** Are required to comply with this policy, respect the school's vision and values, and act in the best interests of the children.

5. Procedures

5.1 Approval

- All visiting speakers must be approved in advance by the Headteacher or a delegated senior leader.
- Staff wishing to invite a speaker must complete a brief proposal outlining the purpose, content, and expected outcomes of the visit.

- The Headteacher will review the proposal to ensure alignment with school values, safeguarding responsibilities, and educational priorities.

5.2 Safeguarding and Vetting

- Visiting speakers must read and agree to comply with the school's **Safeguarding and Child Protection Policy** and **Code of Conduct**.
- Visitors will not be left unsupervised with children. A member of staff will be present at all times.
- Where appropriate, external checks (e.g. identity verification, references) will be carried out.

5.3 Conduct During the Visit

- Visiting speakers are expected to model positive behaviours consistent with the school's ethos.
- Presentations should be age-appropriate, inclusive, and respectful of the diversity of our school community.
- Content must not undermine the school's duty to promote fundamental British values or breach safeguarding standards.

5.4 Monitoring and Evaluation

- After the visit, the hosting staff member will complete a short evaluation, noting the educational value and any safeguarding concerns.
- Feedback from staff and children will be considered when deciding on future invitations.

Appendix 1: Staff Checklist for Visiting Speakers

Before the Visit

- Gain approval from the Headteacher or delegated senior leader.
- Provide details of the speaker, purpose, and expected outcomes.
- Ensure the speaker has read and agreed to the school's Safeguarding Policy and Code of Conduct.
- Brief the speaker on the school's vision, values, and expectations.

During the Visit

- Ensure a member of staff is present at all times.
- Monitor the content and delivery to ensure it is appropriate and in line with safeguarding and school values.
- Support the speaker as needed to engage children effectively.

After the Visit

- Collect feedback from staff and children about the visit.
- Complete a short evaluation form, highlighting impact and any safeguarding issues.
- Record outcomes and share with the Headteacher and, if appropriate, governors.

Appendix 1: Visiting Speaker Evaluation Form

Date of Visit: _____

Visiting Speaker Name/Organisation: _____

Staff Member Hosting: _____

Class/Group/Year: _____

1. Purpose of Visit

Briefly state the purpose of the visit (e.g. curriculum link, enrichment, assembly theme):

2. Alignment with Vision and Values

Did the speaker's contribution support the school's Christian vision and values of **courage, respect, and compassion**?

☐ Yes

☐ Partly

☐ No

Comments:

3. Educational Impact

How valuable was the session for children's learning and experience?

☐ Very valuable

☐ Valuable

☐ Somewhat valuable

☐ Not valuable

Examples of impact (e.g. pupil engagement, knowledge gained, inspiration):

4. Safeguarding and Conduct

Was the speaker's conduct appropriate and in line with safeguarding expectations?

☐ Yes

☐ No (please specify below)

Comments:

5. Pupil and Staff Feedback

Summarise any feedback from children or staff:

6. Recommendation

Would you invite this speaker again?

☐ Yes

☐ Possibly, with adjustments

☐ No

Completed by: _____

Date: _____