



Gosfield School

Visiting Speaker Policy

Whole School Policy, including EYFS

We often invite speakers from our wider community to give talks to enrich our students' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values.

The Prevent statutory guidance (*The Prevent Duty: Departmental advice for schools and childcare providers*, DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or students, are suitable and appropriately supervised.

This policy aligns with the updated visitor management requirements mandated by *Keeping Children Safe in Education 2026*. The school applies careful professional judgment and stringent vetting protocols to all educational visitors, to safeguard pupils against contemporary risks.

At Gosfield School we:

- Require all visiting speakers to have a nominated point of contact at the school. This will usually be the organiser.
- Request the visiting speaker outline the information they wish to communicate in advance of the visit.
- Conduct research on the person or organisation to establish whether they have in the past demonstrated extreme views/actions.
- Refuse to allow people or organisations to use school premises if they have links to extreme groups or movements.
- Maintain a formal register of all visiting speakers
- Require visitors to provide photo ID upon arrival at School.
- Ensure visiting speakers are always accompanied and are not left unsupervised with students at any point.

If, having carried out the checks in advance, a visiting speaker is declined, justification of the School's decision will be provided to the person or organisation in writing.

The DSL carries out the necessary checks to be sure that the contact is suitable and the content is relevant and appropriate (See Appendix 1)

A log of visiting speakers is maintained by the DSL and is available to the Safeguarding Governor and inspectors on request.

Signed _____
Principal

Date 11/7/26

Date of next review: September 2027

Appendix 1



Gosfield School **Whole School Policy, including EYFS** **Visiting Speaker Form**

Core Purpose & Focus

- The school ensures all visiting speakers enrich the curriculum while maintaining a safe environment. Guest content must align with the *Keeping Children Safe in Education (KCSIE) 2026* framework. This includes preventing the promotion of extremist views, online misogyny, or the inappropriate use of generative AI and deepfakes.

Pre-Visit Checks & Vetting

- Identity Verification: Staff must verify the speaker's identity upon arrival using photographic ID.
- Agency Assurances: Written confirmation of background checks is required if booked via a third party.
- Content Screening: Organisers must review presentation materials and vetting profiles before the event.
- Political Neutrality: Speakers must provide a balanced view when tackling political or sensitive topics.

On-Site Supervision & Safeguarding

- Constant Accompaniment: A designated staff member must always accompany the speaker.
- No Unsupervised Access: Speakers must never be left alone with pupils under any circumstances.
- Staff Intervention: Staff will immediately terminate the session if content becomes inappropriate.

Reporting Protocol: Any safeguarding concerns arising from the visit must be reported to the DSL.



External Visiting Speaker Booking & Agreement Form

Full Name of Speaker:	
Organisation/Agency (if applicable):	
School Host / Contact Staff Member:	
Date & Time of Visit:	
Target Student Audience & Age Group:	
Topic & Main Themes of Presentation:	
Other Notes	

Section 2: Vetting & Safeguarding Declarations

- Self-Employed / Independent: I will bring a valid Photo ID (Passport/Driving Licence) to be verified at reception.
- Employed by an Agency/Organisation: Our organisation confirms all relevant safer recruitment, and background checks have been completed. Written assurance is attached.
- **Presentation Materials:** I agree to submit all slides, handouts, or media links to the school host at least **7 days** before the event for screening.

Section 3: Speaker Code of Conduct (KCSIE 2026 Compliance)

By signing this form, you agree to adhere to the school's safeguarding standards:

- **Staff Supervision:** I understand I must be accompanied by a school staff member at all times and will never be left unsupervised with pupils.
- **Appropriate Content:** Content must be age-appropriate and must not promote extremist views, online misogyny, radicalisation, or political imbalance.
- **Technology & Media:** I will not distribute unapproved digital materials or encourage students to interact with unverified generative AI/digital tools.
- **Personal Data:** I will not collect any personal data, social media handles, or contact details from pupils.

Speaker Signature: _____ Date: _____

Section 4: School Internal Authorisation (Office Use Only)

- Pre-visit content screen completed? [☐] Yes [☐] No
- Identity/Agency check verified? [☐] Yes [☐] No

Approved by Designated Safeguarding Lead (DSL) / Headteacher:

Return the Form to Mrs Amanda Gwynne DSL