Guest speaker policy

Matlock & Dales Primary Partnership

Review: Annually

Version	Date	Narrative	Minute number	Review date
1	AS: 6.9.22 DCT: 5.10.22 St. G: 13.9.22	No changes to Derbyshire guidance.	FGB/2223/060922/15 FGB/2223/051022/15 FGB/2223/130922/15	September 2023
1	29th August 2023	Summer policy review. No revision from the Local Authority. Adopted as a partnership policy.	RMC/2223/290823/1	August 2024
1	September 2024	Summer policy review. One amendment to to the original published in 2020 by LA to reflect changes from Governing Body to LAC in line with the Scheme of Delegation.	DCT/LAC/2425/190924/10 AS/LAC/2425/170924/10 STG/LAC/2425/180924 BI/LAC/2425/230924	September 2025
2	AS: 30.9.25 BI: 1.10.25 DCT: 2.10.25 St. G: 1.10.25	NEW! Replaced Derbyshire's External speakers' policy (withdrawn from 2020 publication).	AS/LTC/2526/300925/9 BAK/LTC/2526/081025/11 STG/LTC/2526/011025/10 DCT/LTC/2526/021025/10	

Contents:

Statement of intent

Each school in the Matlock and Dales Primary Partnership (All Saints' CE Infant, All Saints' CE Junior, Bakewell CE Infants, Darley Churchtown CE Primary and St. Giles CE Primary) believes in the use of guest speakers and external agencies to enrich the learning experience of our pupils. All speakers and agencies considered are scrutinised to ensure that they are suitable and do not contradict the ethos of each school, or conflict with the legal framework outlined in the Prevent duty and the school's wider safeguarding duties.

Each school fully supports freedom of speech and is aware of the broad range of views and ideas that are needed in the course of a pupil's development. It endeavours to provide pupils with a balanced view of events, ideas and beliefs.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children Act 2004

- Equality Act 2010

- Education Act 2011

- DfE (latest) 'Keeping children safe in education'

- DfE (2024) 'Working Together to Safeguard Children'

- DfE (2023) 'The Prevent duty: safeguarding learners vulnerable to radicalisation'

- DfE (2013) 'Tackling extremism in the UK'

- DfE (2014) 'Promoting fundamental British values as part of SMSC in schools'

- HM Government (2011) 'Prevent Strategy'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy (Trust)

- Data Protection Policy (Trust)

2. Ethos

Each school will not tolerate any person who intentionally or unintentionally demeans individuals and groups defined by their ethnicity, race, religion or belief, sexuality, gender, disability, age or lawful working practices.

Each school will not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear, harassment, intimidation or violence.

Each school does not accept the use of offensive or intolerant language by guest speakers.

Each school values freedom of speech and opinion, but will recognise that, in the interest of the whole learning community, this must exist within formal guidelines.

Each school recognises that extremism and exposure to extremist beliefs can lead to poorer outcomes for pupils. Each school will aim to use the power of education to counteract extremism through the promotion of fundamental British values, such as tolerance and freedom of speech.

Each school will be sensitive to the fact that pupils may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff will be trained to deal with these instances appropriately and proportionally.

3. Assessing suitability

According to the Prevent duty, schools have a responsibility to prevent people from being drawn into terrorism; this includes violent and non-violent extremism, which can create an atmosphere conducive to terrorism, and can popularise views which terrorists exploit.

Each school will remain a safe space where children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideologies.

Before inviting an external agency or guest speaker, each school will conduct background research into the relevant parties, ensuring that:

- Any messages communicated to pupils support fundamental British values.

- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism and are not shared by terrorist groups.

- The group or person is not attempting to narrow the views of pupils through extreme or narrow views of faith, religion, culture or ideology.

- The subject matters being raised are appropriate for the specific age group.

All members of staff will actively attempt to strengthen pupils' abilities to engage in informed debate. Each school will empower pupils to challenge these views in an active and constructive manner.

Careful consideration will be given to the suitability of an external speaker or external organisation to enrich pupil's education, and the headteacher will make the final decision as to the suitability of any guest speaker or external organisation.

The speaker will be briefed before the visit on the school, its ethos, the nature of its cohort, how many people will be present for the visit and any issues which should be avoided. The headteacher will reserve the right to request a transcript from the speaker prior to any speech being made. Any technical arrangements necessary for the speaker will be arranged in advance.

Other than safeguarding issues, there will be several other factors that are considered when evaluating the suitability of a guest speaker or external group. School will consider whether:

- The visit adds value to the pupils' learning experiences and education.

- The age-appropriateness of the speaker and what is going to be delivered

- The speaker or group has the expertise in the subject they are delivering.

- The planned activities meet the health and safety guidelines.

- The individual or group has the required DBS checks.

- Relevant references have been provided and checked.

Before the visit, a full risk assessment will be carried out and submitted to the headteacher.

4. During the visit

The ID of external speakers will be checked upon arrival and the school will ensure that the visitor has had the appropriate DBS check or received confirmation that the appropriate checks have been conducted from the speaker's employer, where appropriate. All visits will be handled in line with the Visitor Policy.

The headteacher will use their professional judgement to determine the need for external speakers to be supervised or escorted on school premises.

The headteacher or a senior member of staff will be present during the speech or group activity, to oversee that the relevant guidelines are followed.

Intervention will be considered if the member of staff feels it is necessary.

Any reasons for intervention will be recorded for future reference.

Each school will keep a back-up plan to ensure pupils' education is not disrupted in the event a speaker cancels on the day of the visit or fails to attend for any reason.

5. Balanced presentation

Improving the spiritual, moral, social and cultural (SMSC) development at school offers a balanced presentation of opposing views. This will remain applicable when a guest speaker is expressing overtly political, e.g. furthering the interests of a political party or seeking changes to the laws of this or another country, or partisan views.

Each school will ensure a balanced approach through:

- Discussions in class.

- Presentations by staff.

- Extracurricular activities.

- Assigning homework to pupils.

- Other methods deemed appropriate by the headteacher.

The final decision as to whether the subsequent learning activities carried out after the visits have been balanced will be made by the headteacher.

6. Monitoring and review

This policy will be reviewed annually by the DSL and the headteacher.

Guest speaker risk assessment

Assessment conducted by: Ben O'Connell	Job title: Headteacher	Covered by this assessment: Each school in the Matlock and Dales Primary Partnership (All Saints' CE Infant, All Saints' CE Junior, Bakewell CE Infants, Darley Churchtown CE Primary and St. Giles CE Primary)
Date of assessment: 21st July 2025	Review interval: Annually (as part of summer policy review	Date of next review: 1st September 2026

NB: To be read in conjunction with M&D Safeguarding/PREVENT based upon the Dfe's guidance.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	**Major:** Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff, pupils and visitors	M	- Visits to all schools are carried out in line with all relevant statutory guidance and legislation. - All guest speakers will be provided with copies of relevant school policies and act in accordance with them. - Visits to school take place when scheduled and as directed, with approval from the Head of School or headteacher, where required.	Ensure visitors are directed to policies on each school's website: Key Information/Policies	Head of School	

			• The Head of School ensures all guest speakers are aware of the school's fire management plan, evacuation procedures, and any actions required upon entry to the school premises, e.g. wearing identification badges, signing the visitors' log and confirming the evacuation point(s). • Returning guest speakers are informed of any changes to the relevant policies and procedures.			
Lack of legitimacy of the guest speaker	Staff and pupils	M	• Visits are arranged with guest speakers that the school has already developed relationships with where possible. • For new guest speakers, each Head of School liaises with partnership school leaders to gather others' experiences of working with them. • The Head of School will consider the suitability of a guest speaker. • The Head of School ensures that all guest speakers are suitably skilled to present to pupils. • Guest speakers provide proof of qualifications or competency, where appropriate.		Head of School	
Inadequate DBS checks	Staff and pupils	L	• The Head of School will ensure that all guest speakers are supervised during their visit (see 'contact with pupils'). • Each Head of School requests details of guest speakers' most recent DBS check for the purpose of the visit.	• School staff are to use DDAT's latest DBS guidance	Head of School	

Inadequate safeguarding procedures	Staff and pupils	M	• Guest speakers' employers provide the Head of School with details of those who will be visiting the school. • Clear safeguarding incident reporting procedures are in place. • The identity of all guest speakers is checked on arrival at the school. • Access to the school premises is restricted to identified guest speakers only, e.g. those wearing school-issued visitor badges. • Guest speakers wear any relevant identification at all times while on the school premises. • The school reserves the right to deny guest speakers access to the school if they cannot be identified.	• All guest speakers will be accompanied from arrival to departure (see section below).	Head of School	
Contact with pupils	Pupils	L	• Guest speakers are supervised by a staff member. • Guest speakers provide evidence of the work that they will be carrying out with pupils before they are permitted to work with them.	• All guest speakers are to be accompanied during their visit.	Head of School	
Inadequate data protection procedures	Staff, pupils, parents and visitors	L	• No confidential information is to be shared with guest speakers.			
Inadequate health and safety procedures	Staff, pupils and visitors	L	• The Trust's Health and Safety policy is adhered to at all times. • An accident-reporting procedure is in place.	• All guest speakers are to be accompanied during their visit.	Head of School	
Unsuitable guest speakers	Staff and pupils	M	• Before inviting an external agency or guest speaker, each school conducts	• Topics are assessed before the presentation to ensure they are -		

			background research into the relevant parties, ensuring that:	appropriate (both for content and age).		
			ο Any messages communicated to pupils support fundamental British values.	• All guest speakers are accompanied and never left unattended. This ensures that staff can monitor the suitability of the material being shared with our children.		
			ο Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism and are not shared by terrorist groups.			
			ο The group or person is not attempting to narrow the views of pupils through extreme or narrow views of faith, religion, culture or ideology.			
			• The Head of School ensures that subject matters being raised are appropriate for the specific age group.			
			• Careful consideration is given to the suitability of a guest speaker to enrich pupils' education.			
			• The guest speaker is briefed before the visit on the school, its ethos, the nature of its cohort, how many people will be present for the visit and any issues which should be avoided.			
			• The school ensures guest speakers do not intentionally or unintentionally demean individuals or groups in relation to their protected characteristics.			
			• The school ensures guest speakers do not deliver a speech which creates an			

			environment where people experience, or could reasonably fear, harassment, intimidation or violence. • Offensive or intolerant language by guest speakers is not accepted.			

Lack of pre- and post-presentation preparation	Pupils and teachers	L	• The speaker provides a balanced presentation of opposing views which is applicable when a guest speaker is expressing partisan or overtly political views.
			• Each school ensures a balanced approach through:
			  – Discussions in class.
			  – Presentations by staff.
			  – Extracurricular activities.
			  – Assigning homework to pupils.			

Risks during the visit	Staff, pupils and visitors	L	• The Head of School, or a senior member of staff, is present during the speech or group activity, to oversee that the relevant guidelines are followed. • Intervention is considered if the member of staff feels it is necessary and any reasons for intervention are recorded for future reference.		Head of School	