



Halsnead Primary School

Visiting Speakers Policy

March 2025

1. Introduction

Halsnead Primary School welcomes visiting speakers to enrich the curriculum and provide valuable learning experiences for our pupils. This policy outlines the expectations for all visiting speakers to ensure their contributions align with the school's values, safeguarding procedures, and educational ethos.

2. Expectations for Visiting Speakers

All visiting speakers must:

- **Check their materials with relevant school leads:** All presentation content must be reviewed and approved by the appropriate school lead before delivery to ensure suitability and alignment with the curriculum.
- **Use appropriate language:** All communication with pupils and staff must be respectful, age-appropriate, and suitable for an educational setting.
- **Remain politically neutral:** Speakers must not promote any political agenda or personal ideological views that may conflict with the school's commitment to neutrality and balanced perspectives.
- **Promote British Values:** Content should support democracy, the rule of law, individual liberty, mutual respect, and tolerance of different faiths and beliefs.
- **Follow safeguarding procedures:** Visitors must comply with the school's safeguarding policies, including not engaging with pupils outside of the agreed session and reporting any safeguarding concerns to a Designated Safeguarding Lead (DSL).
- **Wear a lanyard at all times:** Upon arrival, visitors must report to the school office, present identification, and wear a lanyard throughout their visit.
- **Arrive in plenty of time:** To ensure a smooth session, speakers should arrive early to allow for set-up and any necessary briefing from school staff.
- **Treat all pupils and staff with mutual respect:** Visitors must model respectful behaviour, fostering a positive and inclusive environment for all.

3. Safeguarding and Security Procedures

- All visiting speakers must sign in at the main office upon arrival.
- Identification and, where required, DBS clearance must be presented.
- A school staff member will be present throughout the session to monitor content and interactions.
- Visitors must follow fire and evacuation procedures as outlined in the school's safeguarding guidance.

4. Monitoring and Review

The school reserves the right to decline or terminate a speaker's visit if their content or conduct does not align with this policy. This policy will be reviewed annually to ensure compliance with safeguarding requirements and school values.