VISITING SPEAKER POLICY

INTRODUCTION

Salesian College Farnborough is a Catholic independent school rooted in the principles of St John Bosco. Our mission is to inspire young people to achieve their full potential through a holistic education that nurtures faith, intellect, and character. We are committed to fostering a community of respect, compassion, and service, where every student is encouraged to grow spiritually, academically, and socially.

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

The purpose of this Policy is to set out the College's 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's Child Protection and Safeguarding Policy and the Safer Recruitment Policy.

OVERVIEW

The Prevent statutory guidance expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable.
(https://www.gov.uk/government/publications/prevent-duty-guidance)

This policy has been developed with reference to the Department for Education's statutory guidance, including *Keeping Children Safe in Education (KCSIE)*. It also reflects the Government's *Prevent Duty* guidance and the College's broader safeguarding responsibilities.

The College's responsibility to students 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.

As part of the internal risk assessment process, organisers must complete the Visitor Checklist for Visiting Speakers (Appendix A) and submit it to the Assistant Headteacher responsible for the school calendar at least 5 working days prior to the visit.

The checklist must confirm that:

- The content of the presentation has been reviewed by the organising member of staff to ensure it is appropriate and free from extremist views.
- Any associated paperwork has been carefully checked and screened by the Headteacher or Bursar in their absence.

Completed forms will be stored in the College Risk Assessment folder, which is accessible to the Safeguarding Team and the Assistant Headteacher in charge of the calendar.
The checklist (Appendix A) is available as a Word document in two locations:

- The Staff Handbook, Section 9: Safeguarding and Child Protection
- The College Risk Assessment folder, where approved risk assessments are stored

COLLEGE PROTOCOL

All requests for outside speakers (be this from a student or College staff member) must first be discussed with the Headteacher, Assistant Headteacher in charge of the calendar or Bursar,

Staff organisers will undertake a risk assessment before agreeing to a Visiting Speaker attending the College. This will take into account any vetting requirements considered appropriate in the circumstances. The College may conduct research on the Visiting Speaker and/or their organisation, as appropriate. The College will not use a Visiting Speaker where any link is found to 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 Speaker's 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 students to be in attendance and does not undermine British values or the ethos and values of the College.

The College policy is that all visiting speakers are accompanied by a member of staff at all times while on site. A designated member of College staff will be present throughout the visit or presentation to monitor the content and ensure it aligns with the College's values, ethos, and British values. At no point will a Visiting Speaker be left unsupervised on the College site whilst students are present.

In the unlikely event that the content is deemed inappropriate or inconsistent with these standards, staff have the right and responsibility to interrupt or terminate the session. Any such incident must be reported to the Headteacher as soon as reasonably practicable following the visit.

Upon arrival at the College, all Visiting Speakers are required to present a current, original photo identification document, such as a passport or photocard driving licence, and sign in at Reception. They will be issued with a visitor badge, which must be worn at all times while on site.

In line with the College's safeguarding procedures, visiting speakers are required to read and sign the guidance for adults visiting or working at Salesian College. They will be asked to acknowledge receipt and agreement with the policy when signing in via the College's electronic system.

The College will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the College's Data Protection Policy.

Adhering to these processes will ensures that all visitors are appropriately screened and that their presence aligns with the College's commitment to safeguarding and student welfare.

The register of external speakers will be maintained by the Assistant Headmaster responsible for the College calendar, who oversees the coordination and approval of all visiting speaker arrangements.

If you have any queries regarding this Policy, please contact the Assistant Headteacher responsible for the College calendar, the Bursar or the Headteacher.

Policy Control	
Author	Deputy Head
SLT Approved Date	October 2025
Governors Approved Date	23 October 2025
Review schedule	Biennial
Date of next review	September 2027

Appendix A

Checklist for Visiting Speakers

	Action	Details
	Details of the arrangements	
1.	Name of the staff member responsible for booking the Visiting Speaker(s) and completing risk assessment.	
2.	Name of Visiting Speaker(s).	
3.	Visiting speaker(s) contact details.	
4.	Date of presentation.	
5.	Audience details.	
6.	Confirm the following: • That the Visiting Speaker(s) Policy has been sent • Visiting Speaker has been briefed on the College's Safeguarding procedures as outlined in the Visiting Speaker (s) Policy	How has this been sent and the date sent:
	Checklist	
7.	Visiting Speaker(s) biography, to include speaker's organisation and other affiliations.	
8.	Details of presentation to be provided	
9.	Details of research undertaken on visiting speaker(s) (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc).	

10.	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the College's Equality Policy, the ethos of inclusion of the College, British values or any concern in relation to the Prevent Duty? If such concern exits, refer the matter to the DSL.	Yes No (refer to DSL)
11.	Name of person responsible for supervising the Visiting Speaker(s) whilst they are on site.	
12.	Confirm the Risk Assessment form has been completed and a copy provided to the DSL.	

Member of Staff organising the visiting Speaker(s)

Name_____

Signed_____ Date_____ _____

Countersigned by Headmaster, / Member of SLT

Name_____

Signed_____ Date_____ _____

This policy has been updated to explicitly reference the Department for Education's statutory guidance, including Keeping Children Safe in Education (KCSIE).
Visiting speakers must not promote discriminatory views or breach the Equality Act 2010. All content must reflect the College's commitment to equality, diversity, and inclusion.
All personal data collected in relation to visiting speakers will be handled in accordance with the UK GDPR and the College's Data Protection Policy.