DULWICH COLLEGE
FOUNDED 1619

VISITING SPEAKER POLICY

1. Introduction

Dulwich College often invites speakers ("Visiting Speakers") from the wider community to give talks to enrich students' experience and provide training and support for staff. This includes those delivering practical workshops, working alongside pupils and adjudicating competitions. The College recognises the enormous benefit gained by both staff and students from Visiting Speakers from all walks of life and greatly appreciates the time and effort that Visiting Speakers put into their presentations. The purpose of this policy is to set out the College's legal and educational obligations when using Visiting Speakers and applies whether such speakers are online or in College. This policy should be read in conjunction with the College's Safeguarding (Child Protection) Policy.

2. Overview

2.1 The Prevent statutory guidance expects schools to have clear protocols for ensuring that any visiting speakers who might fall within the scope of the Prevent duty are appropriately supervised and suitable.

2.2 Keeping Children Safe in Education ("KCSIE") states that schools' policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

2.3 This policy was drawn up having had regard to the government's Prevent Duty guidance, KCSIE, the College's Prevent Risk Assessment and wider safeguarding obligations. The College's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, that they receive a balance of views over time, 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.

3. Procedures for Visiting Speakers

3.1 All invitations to outside speakers (including for virtual events, those attended by staff and pupils from partner schools, and events attended solely by staff) must be made by a member of staff (not by a pupil).

3.2 All Visiting Speakers have to be approved in advance by both the Director of Communications and the Safeguarding Manager. The Deputy Master Co-Curricular, Operations & Partnerships also monitors all requests and approvals. The member of staff inviting a Visiting Speaker should seek approval by submitting an electronic risk assessment (on the Home Page of MyDulwich) not less than 7 working days in advance. Please note that the Visiting Speaker event should not be promoted until approval has been confirmed, and it is therefore desirable that this submission takes place significantly ahead of this deadline. The Deputy Master Co-Curricular, Operations & Partnerships and the Director of

Communications are always happy to discuss any potential speakers in advance of submitting an invitation or risk assessment.

3.3 Subject to no safeguarding and reputational concerns having been identified, approval for the visit will then be confirmed. The College will not invite a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

3.4 Before the Visiting Speaker comes to the College, the member of staff inviting the Visiting Speaker must:

3.4.1 Obtain an outline of what the Visiting Speaker intends to cover and (where appropriate) a copy of the Visiting Speaker's presentation and/or (if applicable) any film footage. These will enable the member of staff to carry out the risk assessment to ensure that the Visiting Speaker's talk/presentation will be appropriate to the age and maturity of the pupils to be in attendance and will not undermine British values nor the ethos and values of the College and to determine whether additional checks are required on the individual prior to their attendance;

3.4.2 Send the Visiting Speaker copies of (or weblinks to) this Policy and the College's: (i) Safeguarding (Child Protection) Policy; (ii) Policy on the Taking and Use of Photographs of Pupils; and

3.4.3 Inform the Speaker that College staff have the right and responsibility to interrupt and/or stop a presentation in the unlikely event that it would be inappropriate for the talk/presentation to continue.

3.5 On arrival at the College, Visiting Speakers will be required to show an original current identification document including a photograph. The Visiting Speaker will be issued with a visitor's badge which they must wear at all times whilst on the school site.

3.6 Visiting Speakers will be supervised by a member of school staff whilst at the College. At no point will a Visiting Speaker be left unsupervised.

3.7 The member of staff who invited the Visiting Speaker to the College must themselves attend the whole of the talk/presentation given by the Visiting Speaker; is responsible for ensuring that the Visiting Speaker is not left unsupervised at any stage whilst at the College; and is responsible for interrupting and stopping the talk/presentation in the unlikely event that it becomes inappropriate for the talk/presentation to continue.

3.8 The member of staff who invited the Visiting Speaker to the College must report any issues arising during the talk or visit to the Designated Safeguarding Lead or Deputy Master Co-Curricular, Operations & Partnerships as soon as reasonably practicable afterwards so appropriate action (e.g. a decision that the individual should not be invited to speak at the College again).

4. Record Keeping

The College will keep a record of approvals, for future reference. Any information gathered will be kept in accordance with the College's Data Protection Policy and privacy notices.

Policy Owner:	Deputy Master Co-curricular, Operations & Partnerships
Last Reviewed:	September 2026
Date of Next Review:	Academic Year 2027-28