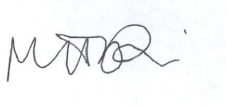
Visitors and Guest Speakers Policy

Policy published (including on website) (date):	September 2026
Next review (date):	September 2027
Signed: (Head of School)	

Policy Name	**Visitors and Guest Speakers Policy**				
Effective Date	January 2023	**Date of last revision**	September 2026	**Version No.**	3
Author	Whole School DSL and Head of School				

Version History				
Version	**Approved by**	**Revision Date**	**Details of Changes**	**Author**
3				

This policy will be reviewed in full by the Head of School and Whole School DSL on an annual basis, or more frequently if there are legislative changes in policy. This policy was last reviewed and agreed by the Head of School in September 2026. It is due for review in May 2027.

International Baccalaureate's Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

ICS London's Mission and Vision Statements

Our innovative approach to education inspires each and every student to discover their strengths within a community of future leaders.

We aim to be a community of compassionate and inspired world citizens.

Introduction

Policy statement:

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors. We welcome parents and visitors to ICS London campuses.

ICS London is committed to safeguarding and promoting the welfare of children and young people. The School recognises the educational value of visiting speakers and external contributors, and will ensure that such visits are appropriately planned, risk assessed, supervised and monitored.

This policy applies to:

- External speakers
- Visiting lecturers
- Workshop facilitators
- Panel participants
- Online/virtual speakers
- Volunteers delivering educational content

It applies whether delivery occurs onsite or remotely.

Safeguarding

ICS London holds safeguarding in the highest regard. In accordance with Keeping Children Safe in Education:

- Visiting speakers will not be left unsupervised with pupils.
- A member of staff will remain present throughout the session.
- Speakers will not have unsupervised access to restricted areas.

DBS and Regulated Activity

Where the visiting speaker will engage in regulated activity, appropriate safer recruitment checks will be undertaken in accordance with the Safeguarding Vulnerable Groups Act 2006.

In most cases, supervised speakers will not require a DBS check.

If a visitor or member of the public has behaved in a way that can or does cause harm to a child, they will be asked to leave the premises and safeguarding reporting procedures will be followed. This includes, but is not limited to:

-calling the police
-contacting the Local Authority (LADO)
-contacting the employer of said visitor or guest

All concerns around the behaviour of adults on school sites should be reported directly to **The Head of School.**

Any concerns around student behaviour, concerns or disclosures should be reported to **The Whole School DSL**.

Prevent, Equality and non- discrimination

Under the Counter-Terrorism and Security Act 2015, the School has due regard to the need to prevent people from being drawn into terrorism.

Accordingly:

- Speakers must not promote extremist ideology
- Political content must be balanced and age-appropriate
- Staff will intervene if inappropriate content is delivered
- Concerns will be reported immediately to the DSL

Speakers must not promote discriminatory views or content contrary to the Equality Act 2010.

All content must reflect the School's commitment to inclusion and respect for diversity.

Procedures for all visiting members of the public

- Parents and visitors are required to report to the school entrance and sign in via Inventry.
- All visitors must wear a visitor's badge.
- Any visitors on site who are not recognised, or who are not appropriately badged can expect to be approached and accompanied to the reception desk for registration.
- ICS London reserves the right to refuse entry or terminate a visit at any time.
- Visitors to the school are required to read the safeguarding information given on arrival.

Visitors working with Children

People working with children such as - peripatetic teachers, Local Authority employees, workshop leaders, volunteers.

Visitors to the school need to provide a valid photo ID and DBS information / documentation.

Unless the visit is expected or the visitor is well known to the person admitting them, all identities will be confirmed.

All such visitors will have an enhanced DBS clearance (see DBS and List 99 procedure). If the clearance is not held by us, we will require confirmation that appropriate clearance has been obtained and visitors will wear a badge issued by the organisation holding their DBS clearance.

In the case of Local Authority and social workers, the school does not require DBS checks and has a confirmation letter from the Local Authority explaining this measure. All Local Authority Identification will be checked on arrival and where concerns are present, the school will contact local authority partners to confirm identity.

All External Guest Speakers and Workshop leaders should share their content ahead of time with the colleague organising the event.

ICS London reserves the right to request amendments to any external content.

Maintenance and contractors

People working with things such as - builders, electricians, and people working on computers or other equipment

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained.

They will be issued with a visitor badge and sign in via Inventry.

They are to be supervised while children are on the premises unless a DBS is held.

Maintenance visitors will behave professionally at all times.

Other visitors

Parents and guardians, prospective parents, job candidates, must be accompanied at all times.

A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left with Front of House teams who will sign for and store deliveries appropriately.

Security and Protect Duty (Martyn's Law)

In compliance with the Terrorism (Protection of Premises) Act 2025, the School will apply proportionate security planning to events involving visiting speakers.

Where applicable, the School will:

- Assess event scale and anticipated attendance.
- Review access control arrangements.
- Ensure sign-in and identification procedures are followed.
- Confirm staff awareness of emergency procedures.
- Review evacuation and lockdown readiness for larger events.

For events involving increased public access or higher footfall, additional security controls may be implemented.

Risk Assessment, Monitoring and Record Keeping

A written risk assessment will be completed where required in accordance with Part 3, Paragraph 16.

Risk considerations include:

- Safeguarding risk
- Content sensitivity
- Prevent considerations
- Security risk (Protect Duty)
- Supervision arrangements

The School will retain:

- Request forms
- Risk assessments
- Evidence of due diligence
- Records of any safeguarding concerns

Records are maintained securely in accordance with data protection requirements.

References

This policy ensures compliance with:

- Keeping Children Safe in Education
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015
- Equality Act 2010
- Terrorism (Protection of Premises) Act 2025

Regulatory Cross-Reference

This policy supports compliance with the Independent School Standards Regulations, Part 3 (Welfare, Health and Safety of Pupils), including:

- Paragraph 7 – Safeguarding arrangements
- Paragraph 9 – Behaviour policy and prevention of bullying
- Paragraph 10 – Preventing radicalisation
- Paragraph 11 – Health and safety
- Paragraph 12 – Fire safety
- Paragraph 14 – Supervision of pupils
- Paragraph 16 – Risk assessment