The American School in London

Visiting Speaker Guidelines Policy and Checklist

The current version of any policy, procedure, protocol or guideline is the version held on the ASL website. It is the responsibility of all employees to ensure that they are following the most up-to-date version.

Responsible person	Director of Teaching and Learning
Approved by	Educational Experience Committee
Approval date	23 October 2026

Visiting Speaker Guidelines

The American School in London (ASL) values visits from speakers that enrich our students' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues, and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the values and mission of the School as well as the Fundamental British Values.

The UK government's statutory guidance, *The Prevent Duty Guidance: Guidance for specified authorities in England and Wales*, requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or students, are suitable and appropriately supervised. Additionally, the DfE's *What you need to know about*

political impartiality in schools pamphlet requires that schools consider political impartiality to ensure students are able to form their own views and opinions.

As per the “Prevent” and “Political Impartiality” guidance, visiting speakers are required to agree to the following terms and conditions:

1. The presentation must not incite hatred, violence or call for the breaking of UK law.
2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organizations that support such acts.
3. In accordance with the Equality Act 2010, the visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
4. The visiting speaker must seek to avoid insulting any faiths or groups, within a framework of positive debate and challenge.
5. The visiting speaker should seek to present a politically impartial presentation or work with the teacher to ensure students will experience a balanced presentation of opposing views prior to and/or after the presentation.
6. The visiting speaker is not permitted to raise or gather funds for any external organization or cause without express, written permission from the Head of School.
7. The visiting speaker is not permitted to engage students in political activity (defined by UK Charity law as any activity that aims to promote or oppose a change in the law or government policy, and we believe this includes promoting a rally, signing a petition, etc.).
8. The visiting speaker should be made aware that ASL employees have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

ASL requires that all speakers agree to follow the above guidelines.

Note: LS families sharing their history, traditions and cultural celebrations are not considered visiting speakers.

Steps for the organizer

1. Prior to inviting a visiting speaker (any non-employee adult) to the School to speak with students, the employee hosting the speaker must complete the request form for approval.

2. The divisional principal or SLT member for the employee hosting the speaker must approve the speaker and the information contained on the form prior to the presentation.
3. The employee hosting the speaker should provide the visiting speaker with a copy of ASL's guidelines and ensure that the visiting speaker completes their agreement form prior to their visit.
4. Once approved by an administrator, the Office of Teaching and Learning will issue and send the agreement form for the invited speaker to sign.
5. The organizer will receive a confirmation email from the Office of Teaching and Learning when the agreement has been signed. **The visiting speaker must have signed the agreement prior to their presentation to students and the community.**