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| <b>Policy Title:</b>               | VISITING SPEAKERS AND EXTERNAL PROFESSIONALS POLICY |                               |
| <b>Author:</b>                     | Head of HR                                          | Signed off by: The Head & DSL |
| <b>Date of most recent review:</b> | September 2026                                      |                               |
| <b>Date of next review:</b>        | September 2027                                      |                               |

## 1. Purpose

Duke of Kent School recognises the educational and professional value of inviting visiting speakers and external professionals to contribute to the school's curriculum, enrichment programme, careers education and wider pupil development.

External speakers and professionals can provide pupils with access to specialist knowledge, professional experience, different perspectives and opportunities to engage with subjects beyond the expertise of the school's own staff.

The school is committed to ensuring that such engagement takes place in a manner that:

- promotes the educational interests and welfare of pupils;
- protects pupils from harm;
- complies with the school's safeguarding responsibilities;
- ensures appropriate due diligence and supervision;
- supports freedom of expression and the consideration of different perspectives;
- maintains political impartiality where required;
- promotes equality and respect;
- protects the reputation and integrity of the school; and
- complies with relevant legislation and statutory guidance.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Prevent Policy, Visitors Policy, Health and Safety Policy, Equality Policy, Online Safety Policy, Educational Visits Policy and Data Protection Policy.

## 2. Scope

This policy applies to all visiting speakers and external professionals who contribute to the school's activities, whether the engagement takes place on or off the school premises or online.

This includes, but is not limited to:

- guest speakers;
- authors, artists and performers;
- university and college representatives;
- careers and professional advisers;
- employers and business representatives;
- healthcare and wellbeing professionals;
- educational and specialist practitioners;
- representatives of charities and voluntary organisations;
- representatives of professional bodies;
- public servants and public-sector organisations;
- representatives of religious or faith organisations;
- alumni and former pupils;
- parents or members of the community acting in a speaker or professional capacity;
- representatives of political parties or campaign organisations; and
- external organisations providing workshops, assemblies, lessons or enrichment activities.

### **3. Principles**

The school will seek to maximise the educational benefits of external speakers while maintaining robust safeguarding and risk-management arrangements.

The school will consider:

- the purpose and educational value of the engagement;
- the suitability and expertise of the speaker;
- the age and maturity of the pupils;
- the proposed content and materials;
- safeguarding and child-protection considerations;
- the level of contact with pupils;
- supervision requirements;
- DBS and other relevant checks;
- Prevent considerations;
- political impartiality;
- equality and inclusion;
- health and safety;
- data protection and privacy;

- commercial considerations; and
- the school's ethos and legal responsibilities.

The school recognises that pupils may benefit from encountering a range of views and perspectives. Difference of opinion, in itself, is not a reason to prevent a speaker from contributing.

Where a proposed engagement involves controversial or politically sensitive matters, the school will consider the relevant legal requirements and ensure that pupils are appropriately supported to understand different perspectives.

#### **4. Approval of Visiting Speakers and External Professionals**

All visiting speakers and external professionals must be approved in advance by an appropriate member of staff.

The member of staff proposing the engagement is responsible for completing the school's **Visiting Speakers and External Professionals Information Form**.

No speaker should be confirmed until the required approval has been obtained.

The Information Form and risk assessment should provide sufficient information for the school to assess the proposed engagement and should include, where relevant:

- the speaker's full name;
- organisation and professional role;
- contact details;
- qualifications and relevant experience;
- purpose and educational rationale;
- date, time and location;
- intended audience and year groups;
- proposed content and activities;
- details of presentations, videos, websites or other materials;
- any political, religious, ideological or controversial content;
- previous involvement with the school;
- proposed level of contact with pupils;
- supervision arrangements;
- DBS and other safeguarding-check arrangements;
- details of any organisation supplying the speaker;
- relevant safeguarding or Prevent considerations; and
- any other relevant risks.

The school may request additional information before granting approval.

#### **5. Due Diligence**

The school will undertake proportionate due diligence on visiting speakers and external professionals.

Depending on the nature of the engagement, this may include:

- verifying identity;
- confirming professional role or organisational affiliation;
- checking relevant qualifications or professional registration;
- reviewing publicly available information;
- checking the safeguarding arrangements of an external organisation;
- obtaining references where appropriate;
- reviewing proposed presentation materials;
- considering any relevant safeguarding concerns;
- considering Prevent-related concerns; and
- considering any significant reputational or legal risks.

Where an external organisation provides a speaker, the school should establish what checks that organisation has undertaken and whether those checks are appropriate to the proposed activity.

The school will exercise its own professional judgement and will not rely solely on an organisation's reputation.

## **6. DBS and Other Checks**

The school will determine whether a DBS check or other safeguarding check is required, taking into account the nature of the proposed activity and the level of contact with pupils.

Where a visitor is undertaking regulated activity or another activity for which a DBS check is required, the appropriate checks must be completed in accordance with current statutory requirements.

Where an external organisation is responsible for carrying out checks, the school should obtain appropriate assurance that those checks have been undertaken.

A visitor must not be left unsupervised with pupils where the required safeguarding arrangements have not been established.

Not every visitor will require a DBS check. The school will make a proportionate assessment based on the circumstances.

## **7. Risk Assessment**

Where appropriate, the school will complete a **Visiting Speaker and External Professional Risk Assessment** before the engagement takes place.

The Risk Assessment is a supporting document to this policy and should be used where the nature, content or circumstances of the visit create additional risks requiring formal assessment.

The Risk Assessment should consider, where relevant:

- safeguarding and child protection;
- suitability of the individual or organisation;
- DBS and other checks;
- supervision;

- unsupervised or one-to-one contact;
- age-appropriateness;
- controversial or sensitive content;
- political or partisan material;
- Prevent and radicalisation concerns;
- discriminatory or extremist material;
- religious or ideological persuasion;
- online and digital content;
- photography, filming and recording;
- personal information and data protection;
- health and safety;
- site security;
- commercial activity;
- pupil participation;
- questions and discussion;
- emergency arrangements; and
- arrangements for terminating the session if necessary.

The Risk Assessment must identify appropriate control measures and the person responsible for implementing them.

Where identified risks cannot be adequately controlled, the school may decline or postpone the proposed engagement.

## **8. Safeguarding Requirements**

All visiting speakers and external professionals must comply with the school's safeguarding procedures.

Before the visit, the speaker should be provided with the school's **Visiting Speaker Safeguarding Statement / Code of Conduct**.

The Safeguarding Statement forms part of the school's arrangements for managing external visitors and sets out the professional standards expected of visitors.

Visitors must:

- maintain appropriate professional boundaries;
- follow the school's safeguarding procedures;
- comply with reasonable instructions from staff;
- remain within authorised areas;
- report safeguarding concerns immediately;
- avoid inappropriate communication with pupils;
- avoid private or unauthorised online contact with pupils;

- not request pupils' personal contact details;
- not photograph or record pupils without permission; and
- use only materials and content that have been agreed with the school where prior approval has been required.

The school reserves the right to terminate a visit or require a visitor to leave the premises where there is a safeguarding or other significant concern.

## **9. Supervision**

The school will determine the appropriate level of supervision for each engagement.

Unless specifically authorised otherwise:

- visitors will be accompanied by an appropriate member of staff;
- visitors will not have unsupervised access to pupils unless the appropriate safeguarding arrangements are in place;
- visitors will not take pupils off-site without appropriate authorisation;
- visitors will remain within areas relevant to their engagement; and
- school staff will retain responsibility for pupil behaviour and safeguarding.

Staff should remain present during presentations, workshops and other pupil-facing activities wherever reasonably practicable.

The level of supervision will take account of the visitor's role, the age of the pupils and the nature of the activity.

## **10. Content and Materials**

The school may request details of proposed content and materials before the engagement.

Where appropriate, the speaker may be asked to provide:

- presentation slides;
- handouts;
- videos;
- website links;
- discussion materials;
- workshop activities; and
- other resources.

The school may require amendments to material where it is unsuitable, unsafe, inappropriate for the age of pupils or inconsistent with the school's legal obligations.

Speakers must not introduce substantially different material without the agreement of the supervising member of staff where doing so would create a safeguarding, political, educational or other significant concern.

## **11. Political and Controversial Speakers**

The school recognises the educational value of enabling pupils to understand political, social and controversial issues.

The school will not prevent a speaker from contributing solely because the speaker holds a particular political view.

However, where partisan political views are to be expressed, the school will consider its legal duties concerning political impartiality.

The **Visiting Speakers and External Professionals Information Form and risk assessment** must identify any relevant political affiliation, campaigning activity or proposed partisan political content.

The school will consider:

- the educational purpose of the engagement;
- the age and maturity of pupils;
- the nature of the proposed content;
- whether the speaker is expressing a partisan political view;
- whether the activity could amount to political campaigning;
- how relevant opposing views will be addressed over an appropriate period; and
- whether additional safeguards or supervision are required.

Where partisan political views are presented to pupils, the school will take reasonable and proportionate steps to ensure that pupils have the opportunity to understand relevant opposing views over an appropriate period.

The school will not permit its premises or educational activities to be used for unlawful political campaigning, extremist activity or the promotion of terrorism.

## **12. Prevent and Radicalisation**

The school has a duty to have due regard to the need to prevent people from being drawn into terrorism.

Where a proposed speaker, organisation, topic or activity raises Prevent-related concerns, the school will undertake appropriate due diligence and risk assessment.

The **Visiting Speaker and External Professional Risk Assessment** should be used to record relevant concerns and control measures.

Where appropriate, the DSL or other designated member of staff may seek advice from relevant safeguarding or Prevent partners.

The school will not permit speakers to promote terrorism, support terrorist organisations or encourage pupils to engage in extremist or unlawful activity.

## **13. Religion, Belief and Philosophical Views**

The school recognises the value of enabling pupils to understand different religions, beliefs and philosophical perspectives.

External speakers may discuss religious or philosophical matters where this supports an appropriate educational purpose.

However, speakers must not use their position to exert inappropriate pressure on pupils, discriminate against pupils or seek to establish inappropriate personal relationships.

Where a visit involves religious or belief-based activity, the school will consider the educational purpose, age appropriateness and safeguarding implications in advance.

#### **14. Commercial Speakers**

External organisations may contribute to careers, enterprise and educational programmes.

Any commercial activity must be appropriate to the educational purpose of the engagement.

Speakers must not:

- conduct unauthorised sales activity;
- pressure pupils to purchase products or services;
- collect pupil contact details for marketing purposes; or
- distribute marketing material without prior approval.

#### **15. Online and Remote Speakers**

The same principles apply to external speakers participating remotely.

The school will consider:

- the platform being used;
- access controls;
- privacy and data protection;
- whether pupils can privately contact the speaker;
- screen-sharing and external links;
- recording arrangements;
- moderation of questions; and
- arrangements for responding to inappropriate content.

The school may require a member of staff to moderate or supervise an online session.

#### **16. Visitor Conduct**

All visiting speakers and external professionals must comply with the school's expectations for visitor conduct.

Visitors are expected to:

- behave professionally;
- treat pupils and staff with dignity and respect;
- use appropriate language;
- comply with safeguarding requirements;
- comply with health and safety arrangements;
- respect equality and diversity;
- maintain confidentiality;
- follow site-security arrangements; and

- follow reasonable instructions from school staff.

A visitor who fails to comply with these requirements may be asked to leave the school.

## **17. Safeguarding Concerns and Incidents**

Any safeguarding concern arising before, during or after an engagement must be reported immediately to the Designated Safeguarding Lead (DSL), or in accordance with the school's safeguarding procedures.

Where a concern arises during a session, the supervising member of staff may:

- pause or terminate the session;
- remove pupils from the session;
- ask the speaker to leave;
- report the matter to the DSL; and
- take any further action required under the school's safeguarding procedures.

The school will make referrals to external agencies where required.

## **18. Health, Safety and Security**

The school will consider appropriate health and safety and security arrangements for each engagement.

Depending on the activity, this may include:

- fire and emergency procedures;
- first aid;
- room capacity;
- equipment;
- accessibility;
- site security;
- pupil movement;
- lone working;
- photography and recording; and
- specific risks associated with the proposed activity.

Where appropriate, these matters should be addressed through the **Visiting Speaker and External Professional Risk Assessment**.

## **19. Records**

The school will retain appropriate records relating to visiting speakers and external professionals.

These may include:

- the completed **Visiting Speakers and External Professionals Information Form**;
- the **Visiting Speaker and External Professional Risk Assessment**, where required;
- evidence of relevant checks;
- correspondence with the speaker or organisation;

- agreed presentation materials;
- confirmation that the **Visiting Speaker Safeguarding Statement / Code of Conduct** has been provided or acknowledged;
- details of any incidents or concerns; and
- relevant evaluation or feedback.

Records will be retained and managed in accordance with the school's data-protection and document-retention arrangements.

## **20. Responsibilities**

### **Head**

The Head is responsible for ensuring that appropriate arrangements are in place for the approval and management of visiting speakers and external professionals.

### **Designated Safeguarding Lead**

The DSL is responsible for advising on safeguarding matters, including DBS, supervision, Prevent and other safeguarding concerns relating to external speakers.

### **Member of Staff Inviting the Speaker**

The member of staff proposing the engagement is responsible for:

- completing the **Visiting Speakers and External Professionals Information Form and risk assessment**;
- providing accurate information;
- obtaining approval;
- ensuring that required risk assessments are completed;
- communicating expectations to the speaker;
- ensuring appropriate supervision; and
- reporting concerns or incidents.

### **Visiting Speaker / External Professional**

The visitor is responsible for complying with the school's:

### **Visiting Speaker Safeguarding Statement / Code of Conduct**

and all reasonable instructions provided by school staff.

## **21. Supporting Documents**

The following documents form part of the school's arrangements for visiting speakers and external professionals:

### **21.1 Visiting Speakers and External Professionals Information Form**

This form must be completed before approval is given and provides the school with the information required to assess the proposed engagement.

### **21.2 Visiting Speaker and External Professional Risk Assessment**

This document must be completed where a formal risk assessment is required. It identifies the policy operate in isolation. It also leaves the operational details in the forms, which makes the policy easier for potential risks and the measures necessary to manage them.

### **21.3 Visiting Speaker Safeguarding Statement / Code of Conduct**

This document sets out the safeguarding and professional expectations that apply to all visiting speakers and external professionals.

These documents should be reviewed alongside this policy and updated where necessary.

## **22. Review**

This policy will be reviewed at least annually and sooner where necessary following changes to:

- legislation;
- statutory safeguarding guidance;
- Prevent guidance;
- DBS requirements;
- Independent School Standards;
- school procedures; or
- relevant safeguarding or risk-management arrangements.