
VISITING SPEAKERS POLICY



**BUTTSBURY
PRIMARY SCHOOL**

AN ACADEMY SCHOOL

Approved by:	Full Trust Board
Last reviewed on:	Summer 2025
Next review due by:	Summer 2028

Buttsbury Primary School - Visiting Speakers' Policy

This policy should be read with the following policies:

- Safeguarding & Child Protection
- Visitors' Code of Conduct
- Collective worship
- PREVENT Strategy HM Gov 2015
- Keeping Children Safe in Education DfE 2025

1. Introduction

Visiting speakers are welcome to Buttsbury Primary School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its children is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our objective to establish a clear protocol and procedure for the admittance of external visiting speakers to the school which is understood by all staff, trustees, visitors and parents and conforms to child protection guidelines.

The school is deemed to have control and responsibility for its children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

2. Visiting Speakers who are invited to the school

Permission should be granted by the Headteacher before any visiting speaker is asked to come into school. The Headteacher should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

- Visiting speakers may work with children in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or, alternatively, they may be working with a student on a one to one basis.
- Staff should ensure all normal visitor policy requirements are followed.
- Any visiting speaker who is not DBS checked must not be alone with children at any point. This includes whole class or small group teaching or one to one interviews of children or escorting children around the building.

If a visiting speaker has DBS clearance they may work with children unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed in advance.

- Regular visiting speakers to the school must have DBS clearance.
- Any visiting speaker delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

3. Use of External Agencies and Speakers

At Buttsbury Primary School we encourage the use of external agencies or speakers to enrich the experiences of our children; however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our children.

All External Agencies and Speakers must read and accept the Visiting Speakers' agreement. (Appendix 1)

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to children support fundamental British Values and our school values.
- Any messages communicated to children are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to children do not seek to glorify criminal activity or violent extremism or seek to radicalise children through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of children

We recognise, however, that the ethos of our school is to encourage children to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our children recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help children develop the critical thinking skills needed to engage in informed debate.

Policy Date: Summer 2025

Review Date: Summer 2028

Appendix 1

Buttsbury Primary School Visiting Speakers Agreement

At Buttsbury Primary School we understand the importance of visitors and external agencies to enrich the experiences of our children.

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to children support fundamental British Values and our school values.
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- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
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